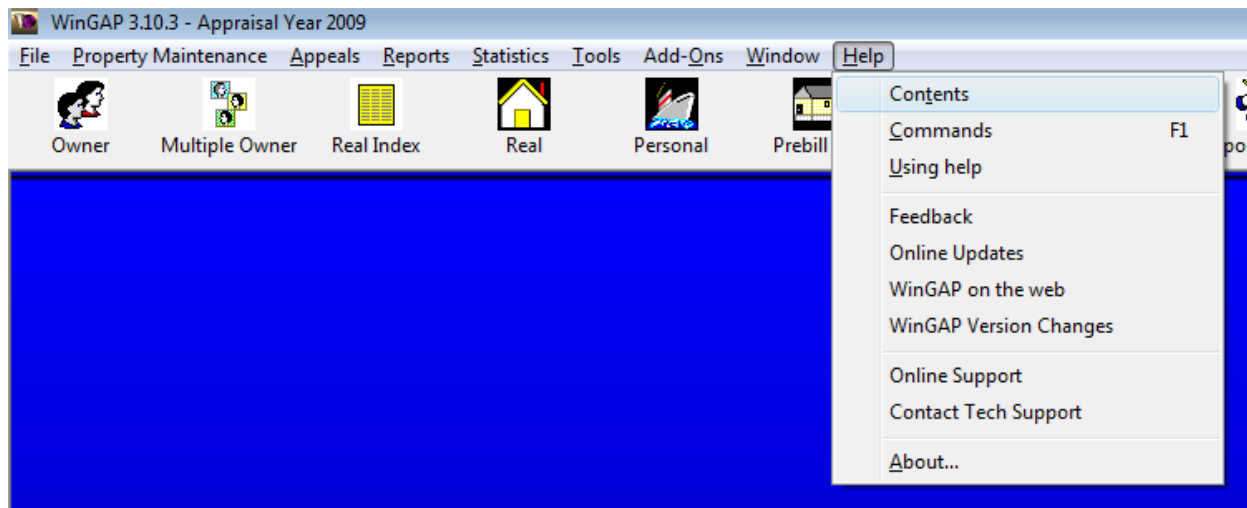# Help Menu

The Help Menu on the WinGAP Tool Bar is designed to provide the user with various types of assistance in the proper operation of WinGAP. **NOTE:** a number of the options on the Help Menu will connect the user directly to the Internet. For these options to be used, the user's computer must have a modem, Internet access, and where applicable, an email account.


The Help Menu contains the following options:

Contents

The Contents option on the Help Menu displays the WinGAP Help Topics Form as seen below.

- **Index**

The Help Topics Form defaults to the Index Tab, which displays an indexed list of available Help Topics, as seen below. Many of these Help Topics have sub-topics, which are indented to the right beneath the major Help Topic.
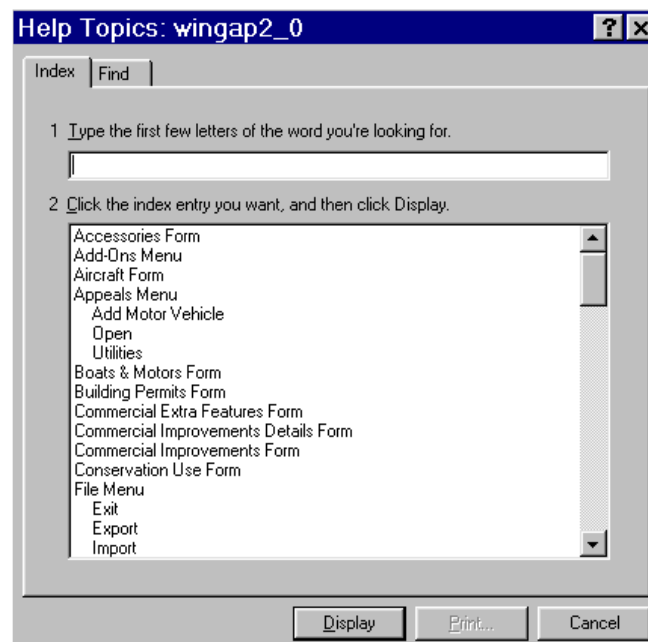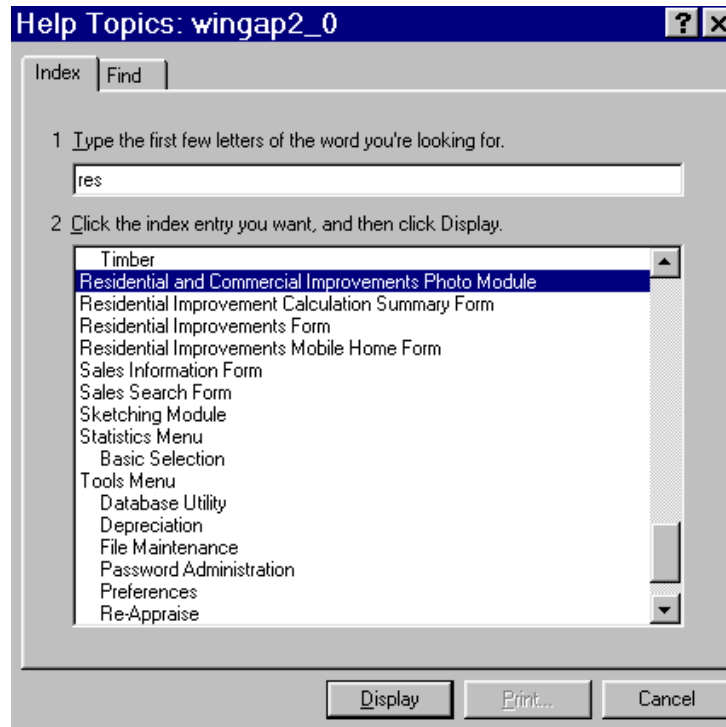
Information on any Help Topic can be displayed in the Window by either double clicking on the Help Topic, or clicking on the Help Topic and then clicking the Display Button. For instance, double clicking on the Accessories Form item will display information about the Accessories Form, as seen on the next page.
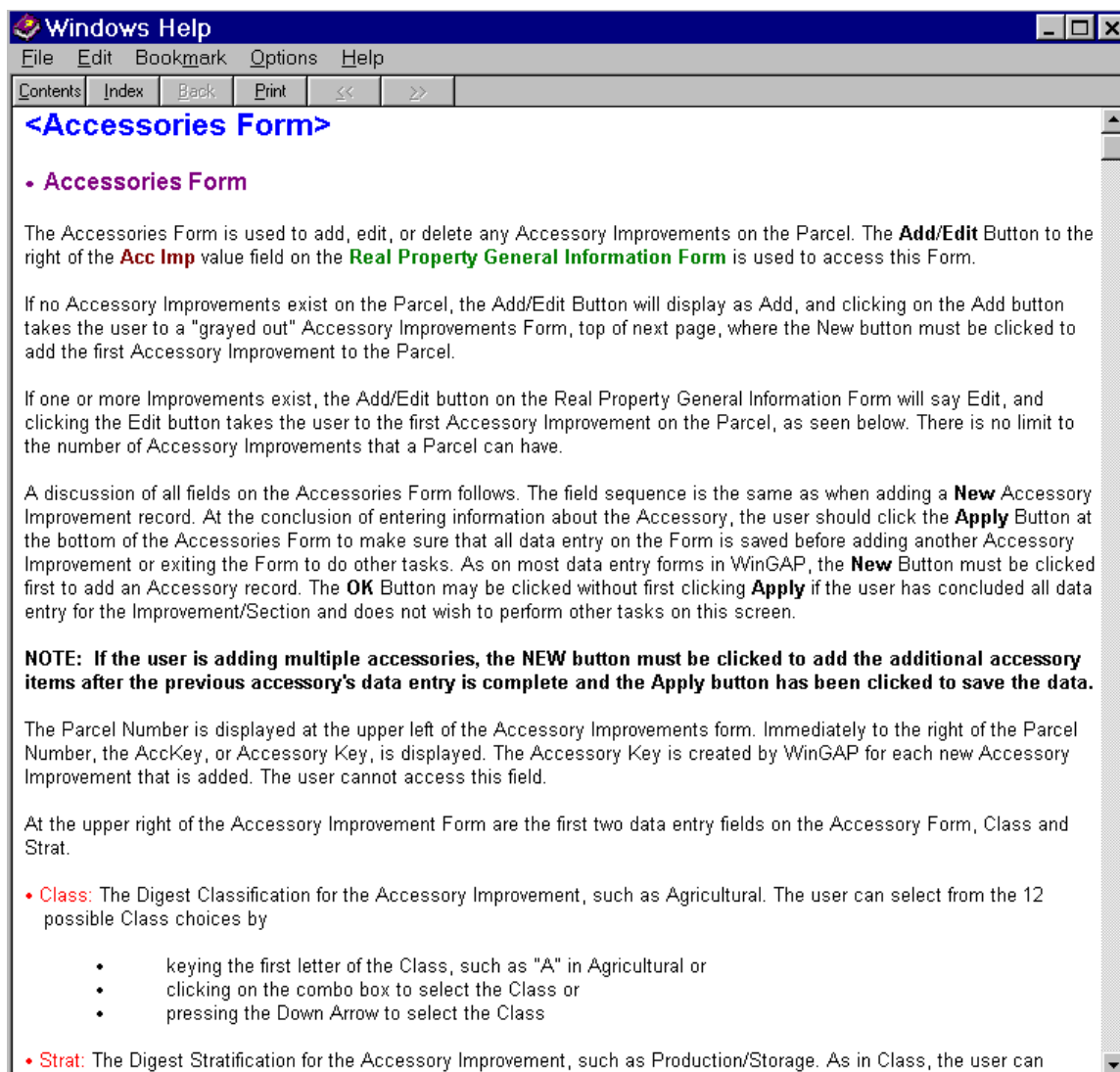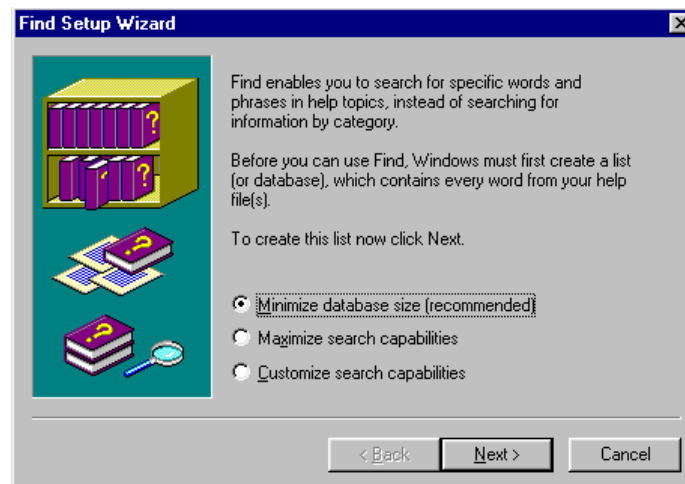

NOTE: All of the Help screens that are displayed in this manner can also be displayed on each data entry Form in WinGAP by clicking the Help Button on that Form.

Locating a Help Topic in the Index List can be done very quickly by typing a key word into the Index field (the field immediately beneath the title "1. Type the first few letters of the word you're looking for"). For example, the user might want assistance with Residential Improvements. Typing the letters "Res" would immediately highlight "Residential Improvements in the list box, and the Display Button could be clicked to display the Help Form for Residential Improvements, as seen on the next page.
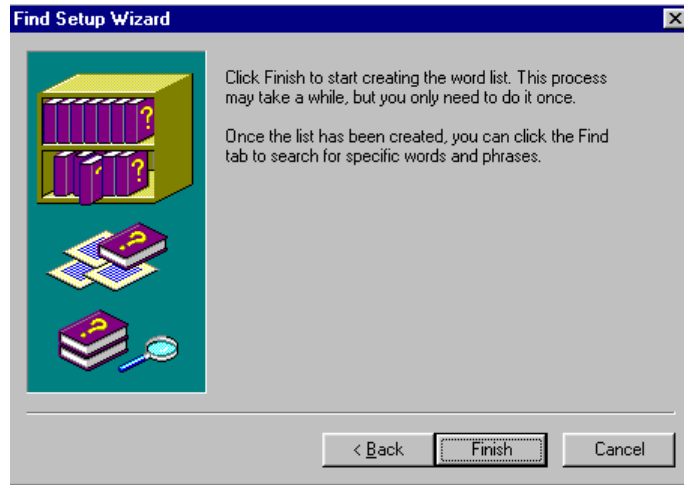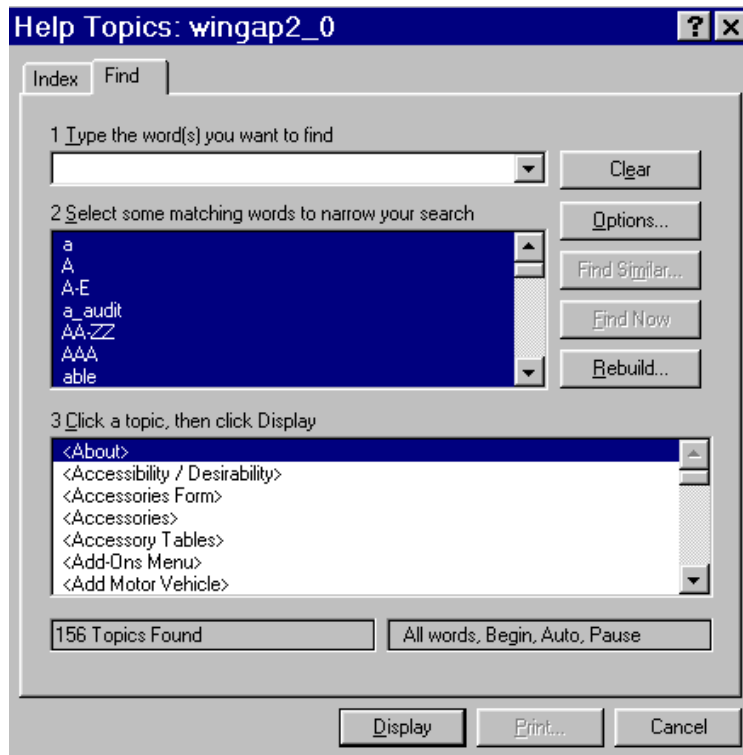
Help Topics: wingap2_0

Index | Find

1 Type the first few letters of the word you're looking for.

res

2 Click the index entry you want, and then click Display.

Timber
Residential and Commercial Improvements Photo Module
Residential Improvement Calculation Summary Form
Residential Improvements Form
Residential Improvements Mobile Home Form
Sales Information Form
Sales Search Form
Sketching Module
Statistics Menu
    Basic Selection
Tools Menu
    Database Utility
    Depreciation
    File Maintenance
    Password Administration
    Preferences
    Re-Appraise

Display | Print... | Cancel

- **Find**

The Find Tab on the Help Topics Form allows the user to locate specific words in Help topics. If this is the first time the Find option has been used, Windows displays a message that it must first create a "Find" database, as seen below.

Find Setup Wizard

Find enables you to search for specific words and phrases in help topics, instead of searching for information by category.

Before you can use Find, Windows must first create a list (or database), which contains every word from your help file(s).

To create this list now click Next.

○ Minimize database size (recommended)
○ Maximize search capabilities
○ Customize search capabilities

< Back | Next > | Cancel

The default "Minimize database size (recommended)" should be accepted, and the user should click the Next Button to proceed to the next screen, as seen on the next page. The Finish Button should be clicked here to complete the Find Setup process.

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Find Setup Wizard

Click Finish to start creating the word list. This process may take a while, but you only need to do it once.

Once the list has been created, you can click the Find tab to search for specific words and phrases.

< Back   Finish   Cancel

The Windows Find Setup process creates a customized word list for WinGAP Help, as seen below.

Help Topics: wingap2_0

Index   Find

1 Type the word(s) you want to find

Clear

2 Select some matching words to narrow your search

a
A
A-E
a_audit
AA-ZZ
AAA
able

Options...
Find Similar...
Find Now
Rebuild...

3 Click a topic, then click Display

<About>
<Accessibility / Desirability>
<Accessories Form>
<Accessories>
<Accessory Tables>
<Add-Ons Menu>
<Add Motor Vehicle>

156 Topics Found   All words, Begin, Auto, Pause

Display   Print...   Cancel

All the user has to do now is type a word that describes what they are looking for Help with, such as **depreciation**, and the Find Form will display the Help sub-topics that contain that word in the middle window on the Find Form, as seen on the next page.

150
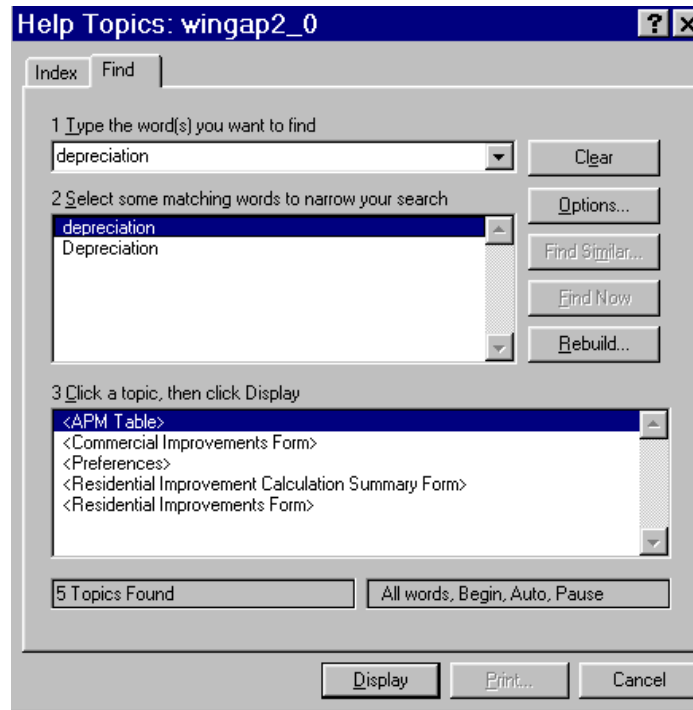
The lower case topic **depreciation** was found in five Help topics: APM Table, Commercial Improvements Form, Preferences, Residential Improvement Calculations Summary Form, and Residential Improvements Form, as seen in the bottom window on the Find Form. The word Depreciation, with the "D" capitalized, was found in several additional Help topics. The Display Button can be clicked to display the Help topic. When finished with the Help Topic, the "X" in the upper right of the Help topic form can be clicked to close the window. The user can then perform other Help searches on the Find Form if desired, or the Cancel Button can be clicked to return to the main WinGAP Screen.
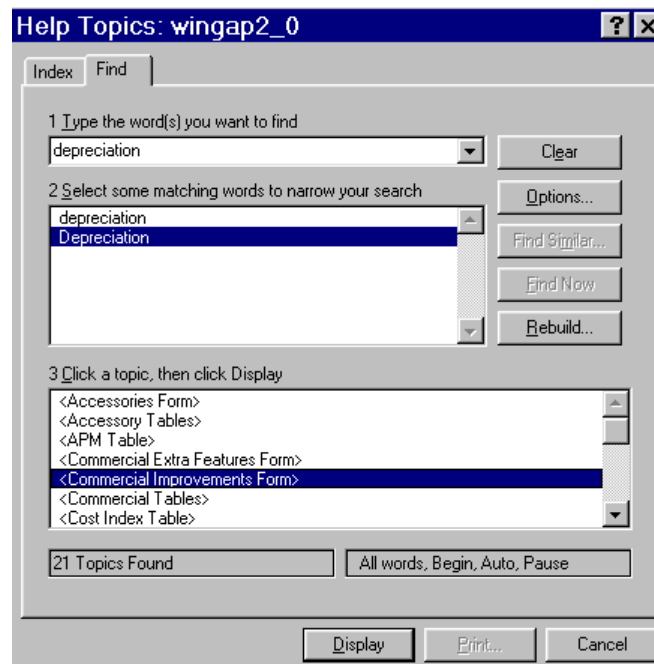
Commands
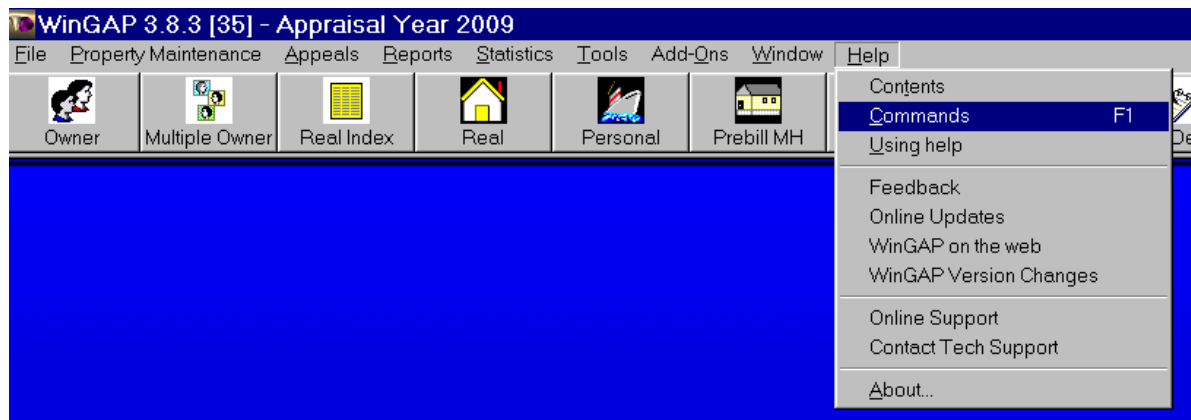
This Menu Option does not function in Version 3.10.3.

Using Help
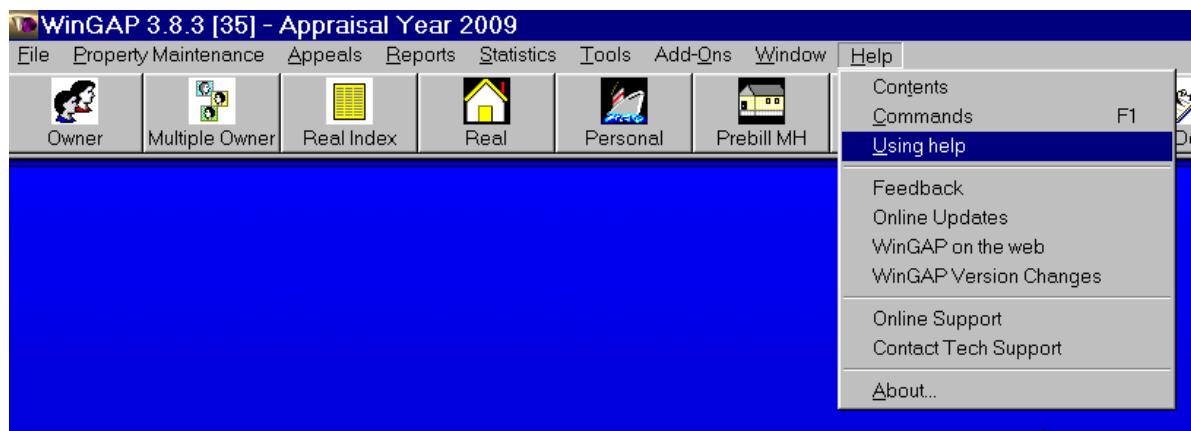
This Menu Option does not function in Version 3.10.3.

Feedback
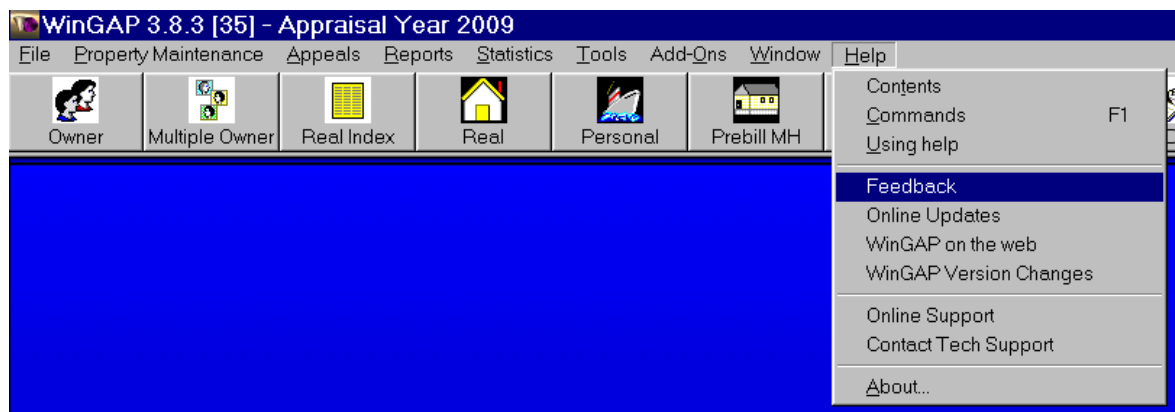
This Menu Option does not function in Version 3.10.3.

Online Updates
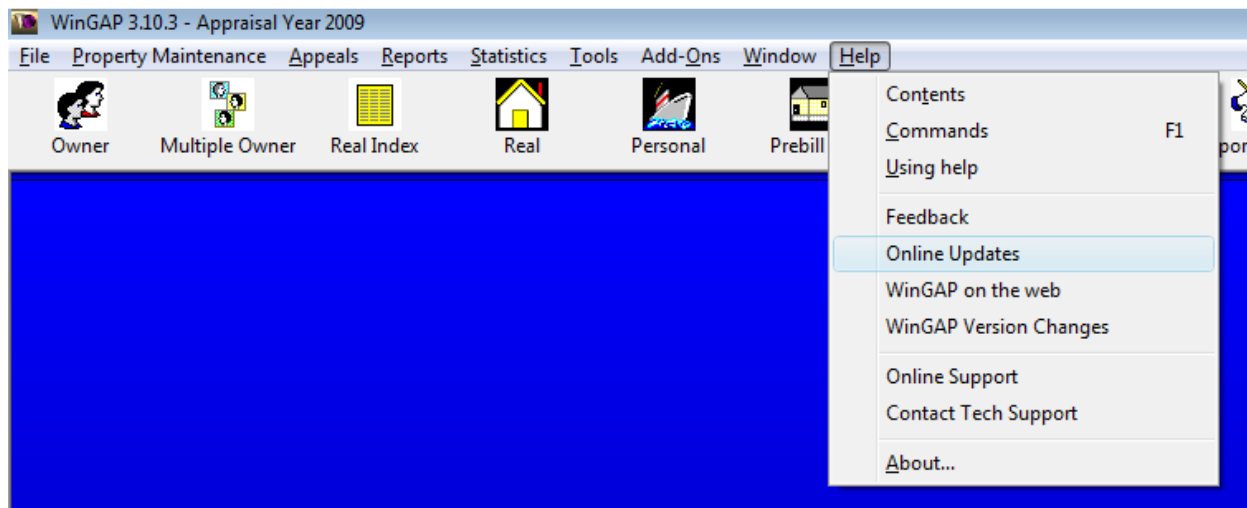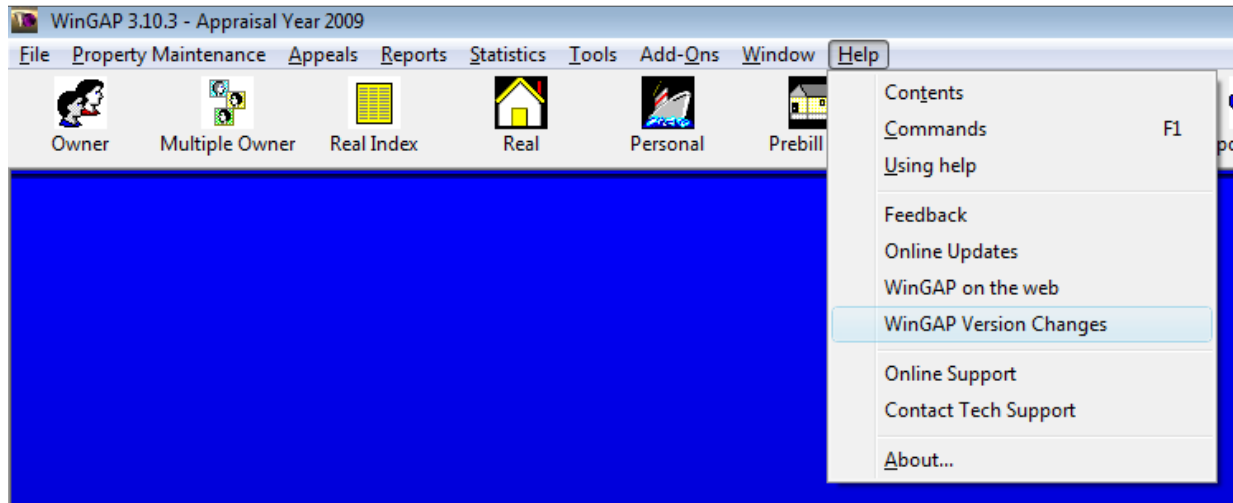

The **Online Updates** option on the Help Menu will launch the default web browser on the computer and take the user directly to the Catalogs / Manuals / page, shown below, located on the WinGAP website (www.wingap.com). Here the user can access and download various manuals, reports, and product updates.
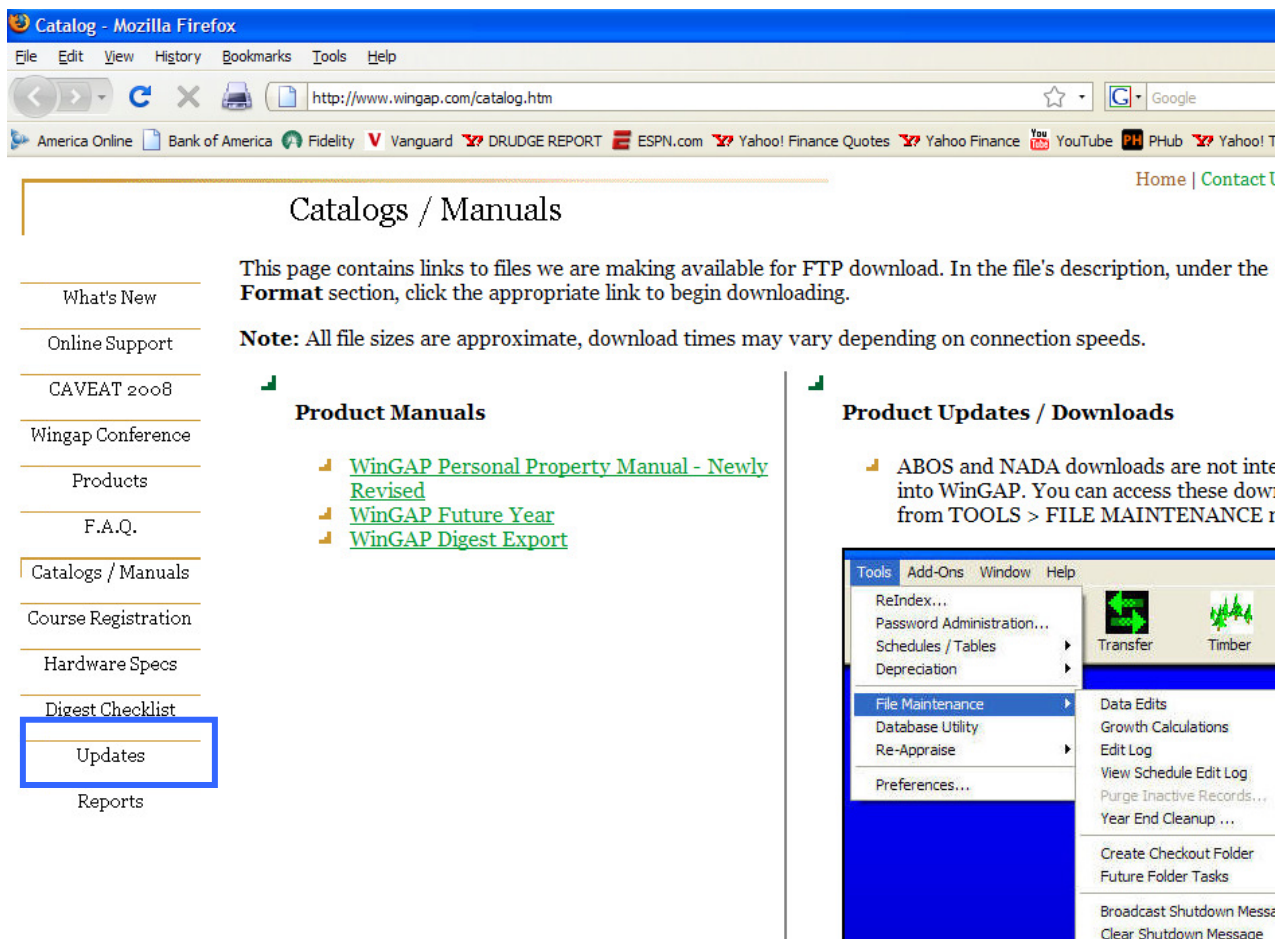
The latest version of WinGAP can usually be obtained by clicking on the Updates link located on the lower left of the WinGAP Catalogs / Manuals page, as shown above. This link will take the user to the WinGAP Update page, as shown on the next page. Updates can be downloaded by selecting the appropriate update file links under the desired Version and downloading the update files.
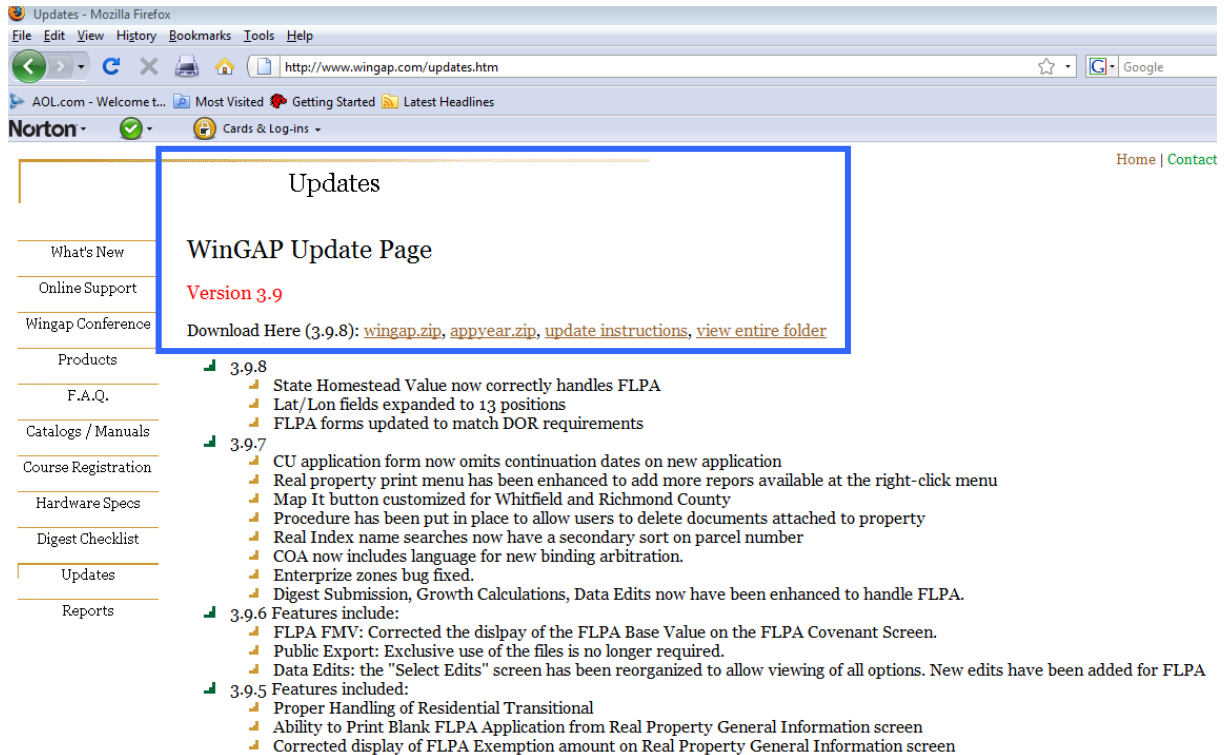
Other Update Methods

FTP Utility

WinGAP program updates can also be done by using the WinGAP FTP Utility within WinGAP (**Tools >> FTP Utility**). See that section of this manual for instructions on how to use the FTP Utility to download files.

Internet Explorer

Important: An unmodified version of Microsoft's Internet Explorer can also be used to access the WinGAP FTP Site. Other web browsers, such as Mozilla Firefox, and versions of Internet Explorer that have been modified by AOL, may not be able to access the FTP site. If an unmodified version of Internet Explorer is not available, the user should use the FTP Utility within WinGAP to access the FTP site for WinGAP version upgrades. Further information on File Transfer Programs can be obtained from any WinGAP support team member.

For instructions on using Internet Explorer to perform WInGAP updates, the user should consult the WinGAP Basic Data Entry Master Manual.

WinGAP on the web
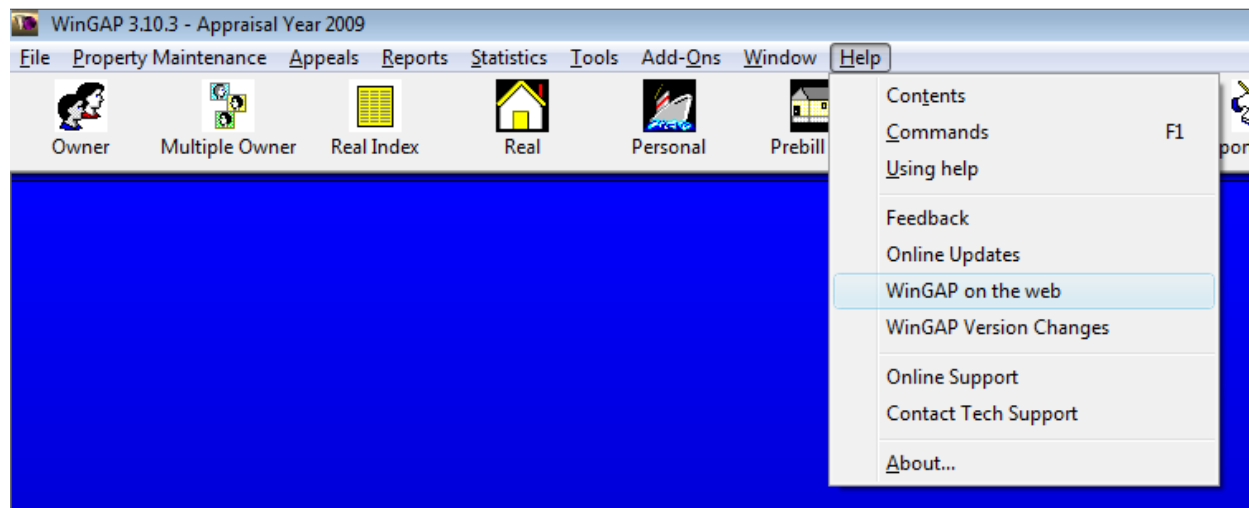
The **WinGAP on the web** option on the Help Menu will launch the default web browser on the computer and take the user directly to the Home page on the WinGAP website (www.wingap.com), as seen on the next page. Here the user can read about the latest developments with WinGAP, the GAP Group, and other items of interest.

WinGAP Version Changes

A list of all changes that have been made recently to WinGAP can be accessed by clicking on the **WinGAP Version Changes** option on the Help Menu. **NOTE:** since the WinGAP changes file requires Adobe Acrobat Reader, Acrobat must be installed on the user's computer to view and/or print the changes listing. An example of one page of the changes list is shown on the next page.
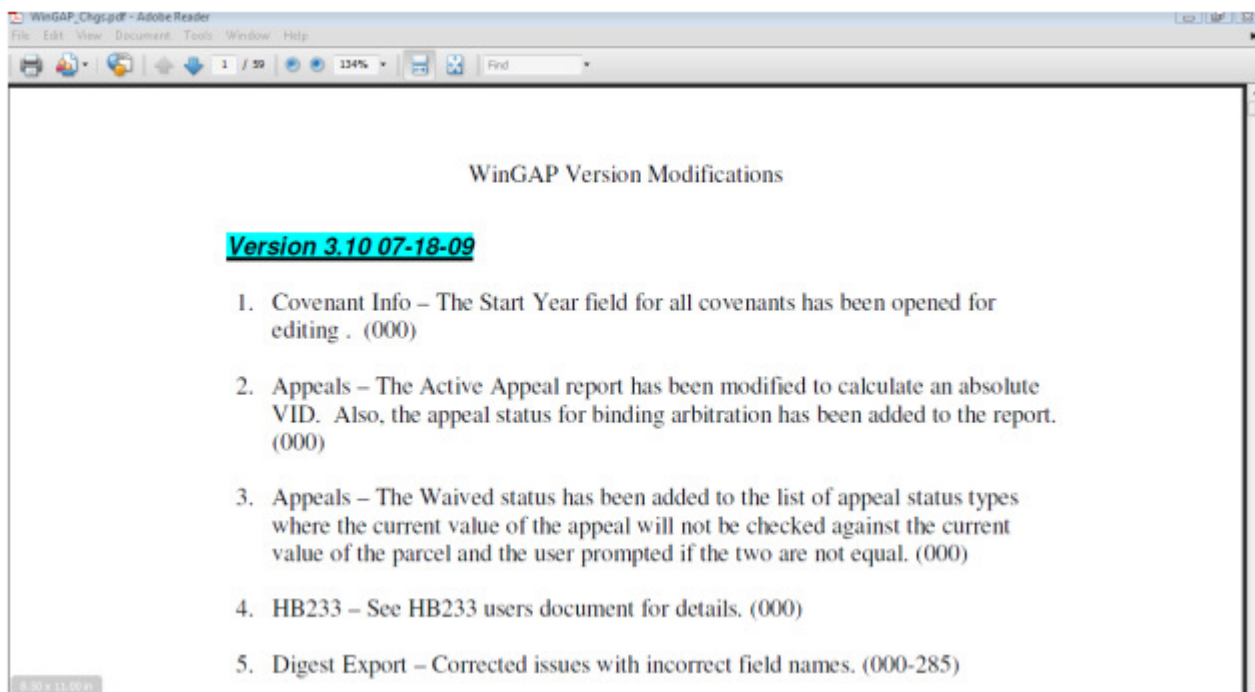
Online Support
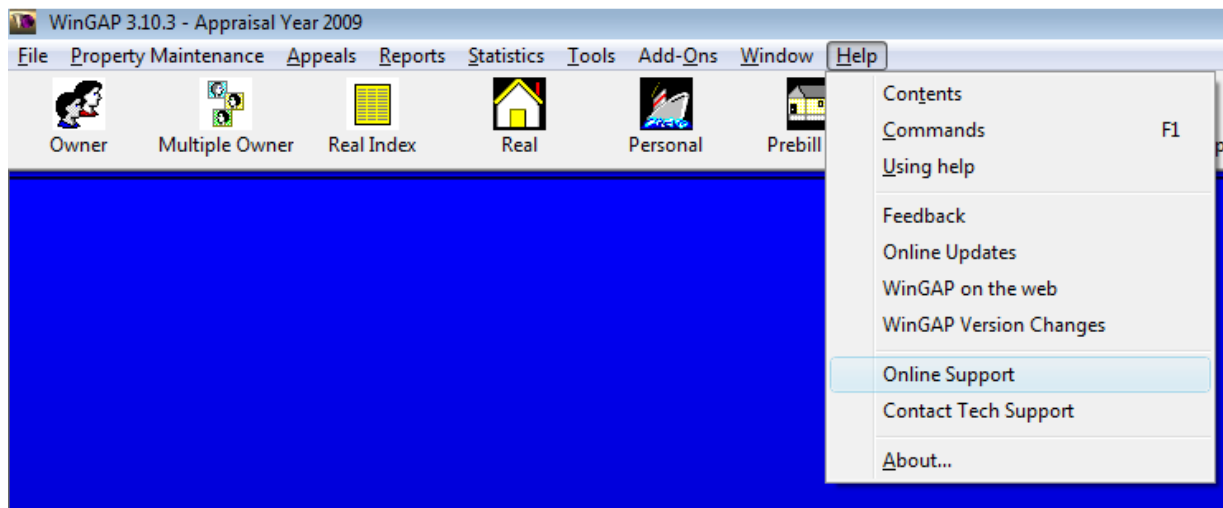
Online support from Agents of the Department of Revenue's Division of Local Government Services can be obtained by clicking on the **Online Support** option on the Help Menu. This takes the user to the Online Support page on the WinGAP website, below.

NOTE: If the user cannot access the **Help >> Online Support** option because WinGAP will not operate, Online Support can also be reached by using either of these two options:

       type **www.wingap.com**/**online_support.htm** into the URL field of the web browser

       go to **www.wingap.com** and click the **Online Support** link on the left of the page

Important: The user should pay particular heed to the instructions on this page prior to making the connection to Online Support, particularly:

• The Windows Desktop Background Wallpaper needs to be as non-graphic and uncluttered as possible. If this is not the case, the user should right click anywhere on the Windows Desktop and select Properties from the menu that appears. The user should go to the Background Tab (the default on most versions of Windows), and select None. If the user does not do this, the first thing the Online Support Agent will do after connecting to the user's computer will be to change the Wallpaper. The user can change it back after the online session is completed.

• Please write your questions and/or issues fully in the box provided on the User Login Form.

• Please be patient when contacting Online Support, as there may be an extended wait at times.

At the middle of the Online Support page is the User Login Form, as seen below. The user should key their first name in the Client Name field, <u>followed by a phone number in case the Support Agent needs to call the user</u>. The County name should be keyed in the Client County field, and the name of the Agent being contacted in the Agent Name field. A full description of the problem the user is having should be keyed into the memo field at the bottom of the User Login Form. Once the user has filled in these fields, the Click Here Button should be clicked to begin the Online Support session.

NOTE: Online Support should be used to solve problems with WinGAP. It should not be used to request customized reports or ask general operational questions about WinGAP. These issues are better dealt with by using the Suggestions or Service Request forms, discussed earlier in this manual, or by sending email to one of the DOR Support Agents.

Regular OLS Schedule*:

- Monday - Grant Hilton
- Tuesday - Gregg Reese
- Wednesday - Wayne Blackwelder
- Thursday - Kenny Colson & Mark Loyd
- Friday - Tracy Thomas

* the schedule does not limit the number of tech support persons on a given day, instead provides a schedule b which the tech support personnel are regularly scheduled to be available.

As shown in the image above, the regular weekly Support Agent schedule for Online Support is listed at the bottom of the Online Support page.

After clicking the Click Here Button, the "Contacting Your Representative" screen will appear, below, followed by the "Redirecting to our secure server" screen, as seen on the next page.
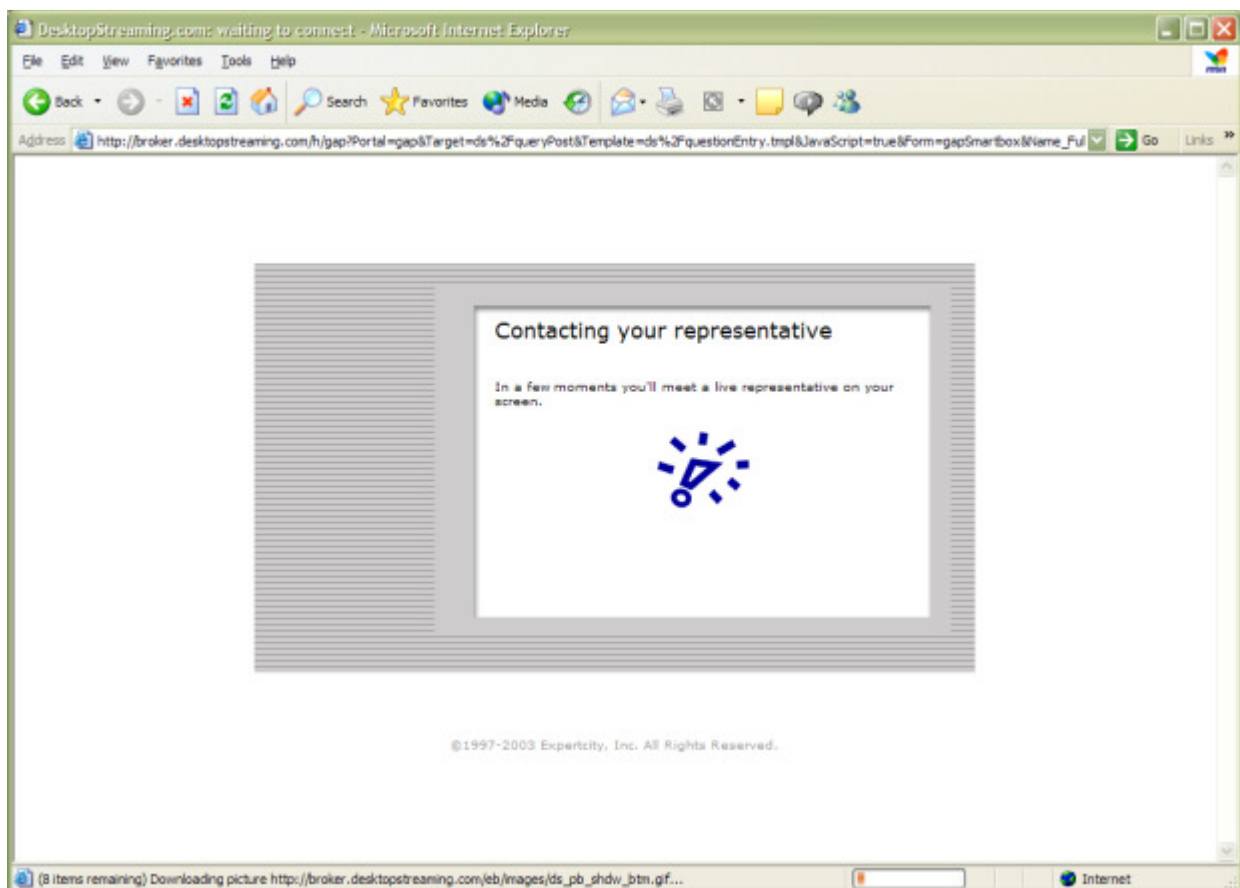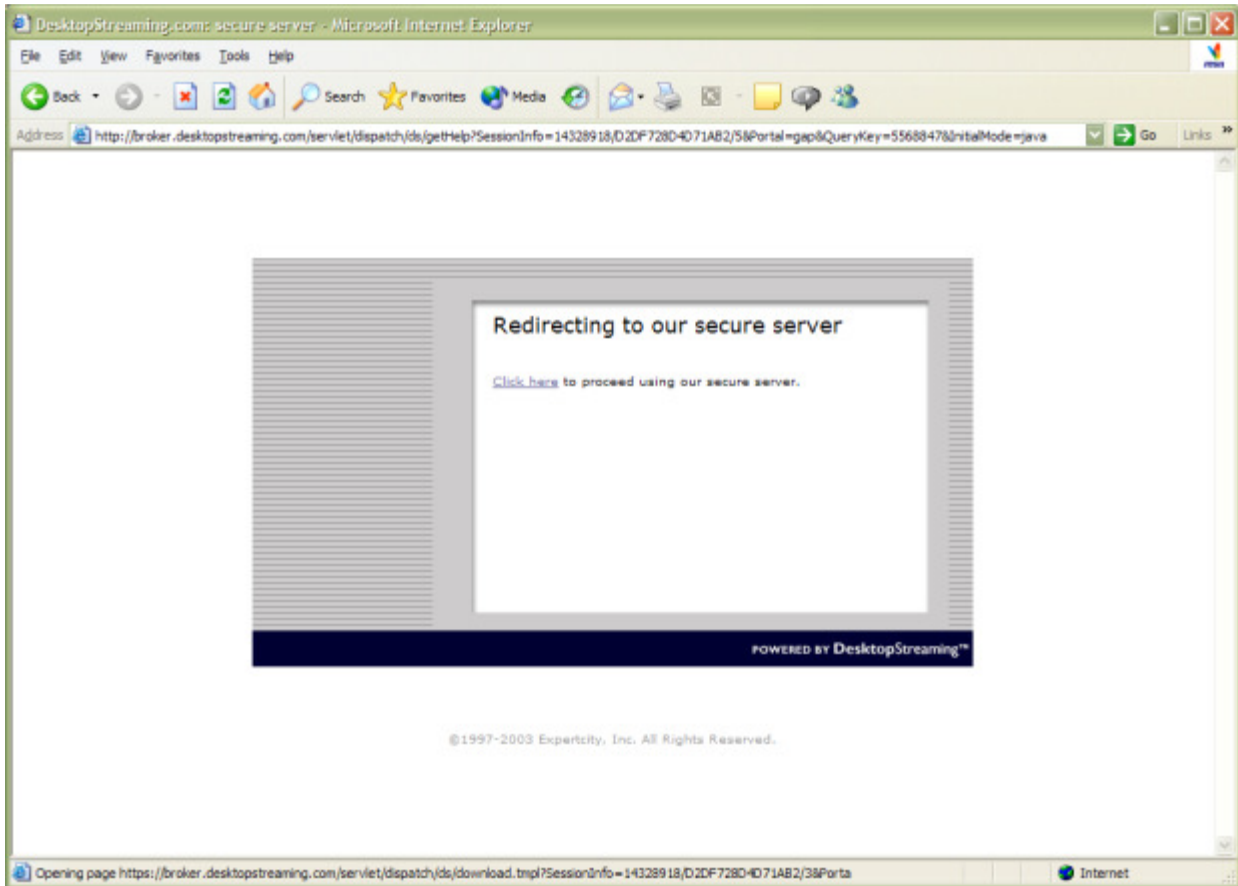
These screens will be followed by the "Preparing to connect with your representative" screen.
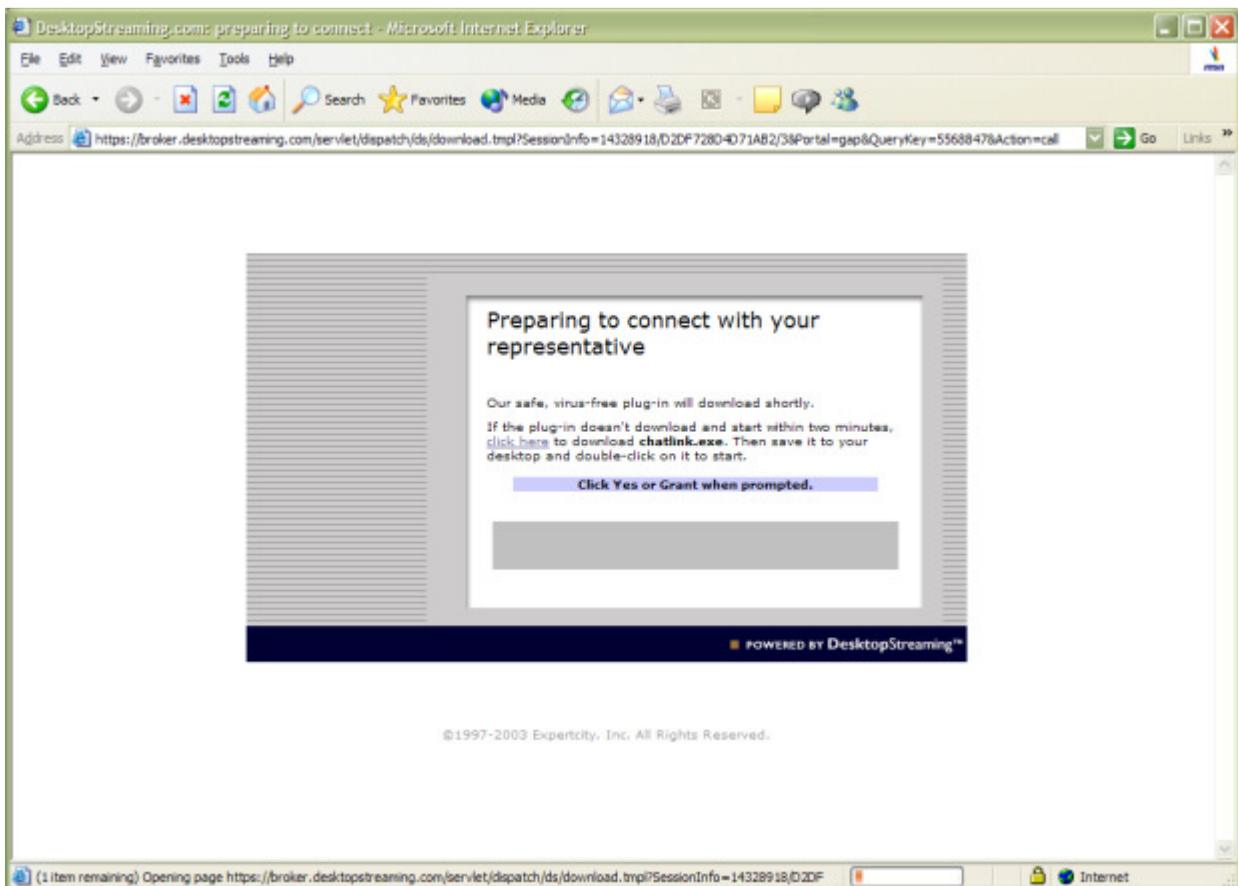
Next, the user will be prompted to install and run a file, as shown in the Security Warning window, below. The user should click the "Yes" Button to download and install the file.
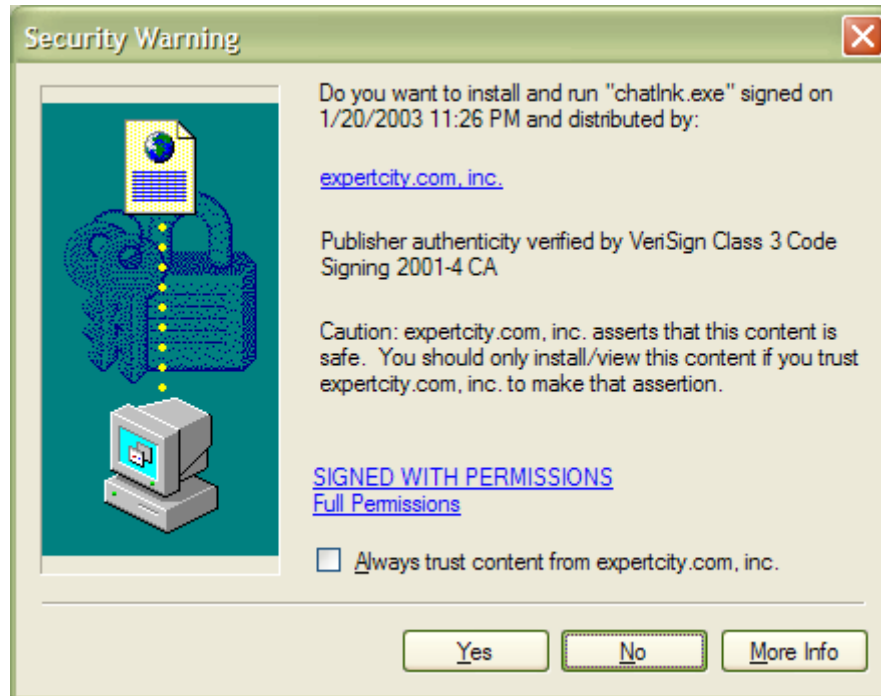

This file must be downloaded and installed each time the user requests Online Support in order for the Agent to gain access to the user's computer. Once this is accomplished, the screen sharing message will appear superimposed over the other windows on the user's computer, as shown on the next page. The "Yes" Button should be clicked to begin the session. The Gap Group, Inc. Chat Form will also appear at the upper left of the user's computer, as shown on the next page.
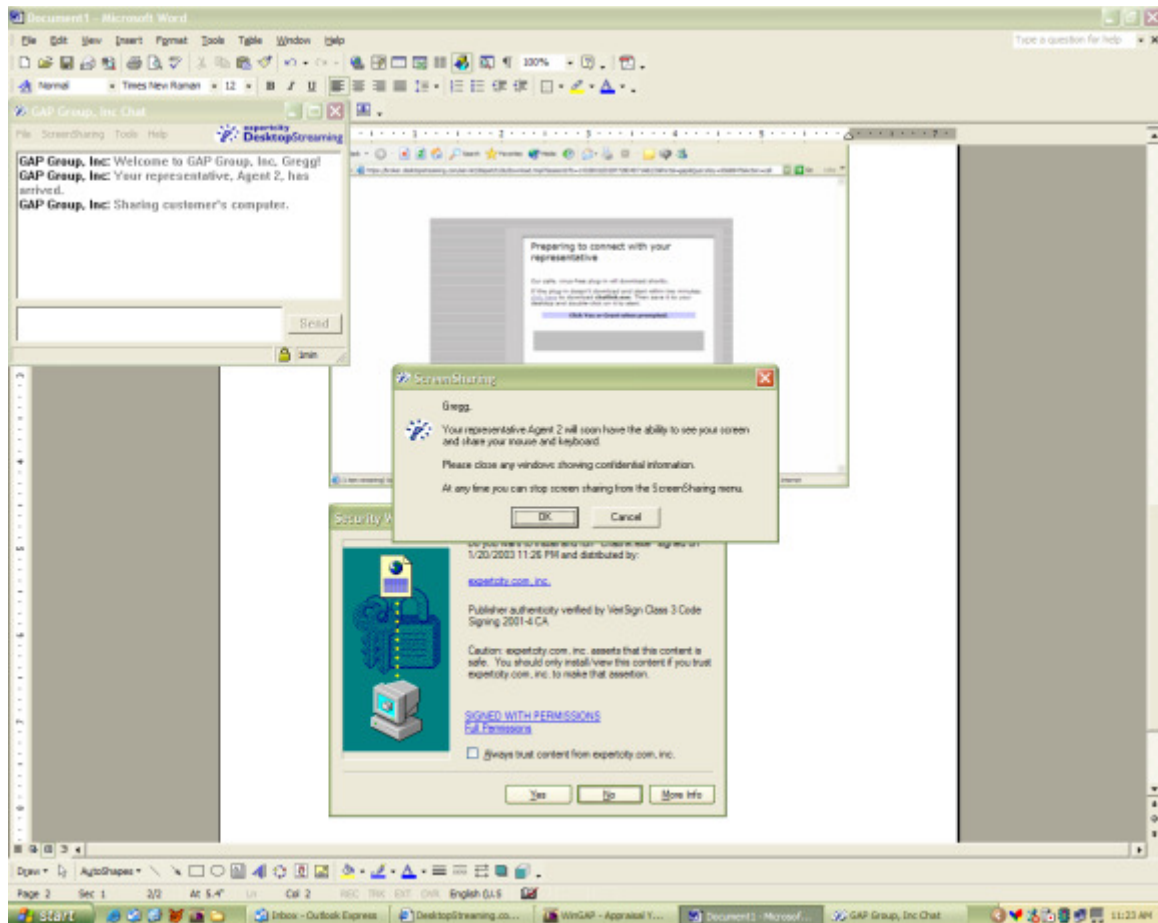
The Online Support Agent and the user can exchange questions and answers by using this Chat Form. When the user wishes to talk to the Agent, the text is keyed into the small window at the bottom of the Chat Form. The Send Button should be clicked to send the message to the Agent. Both the Agent's and the user's messages will appear in the larger window on the Chat Form.

At the conclusion of the Online Support session, the Agent will terminate the session, and the Online Support Evaluation Form will appear, as seen on the next page. The user can rate the Online Support experience using this Form.
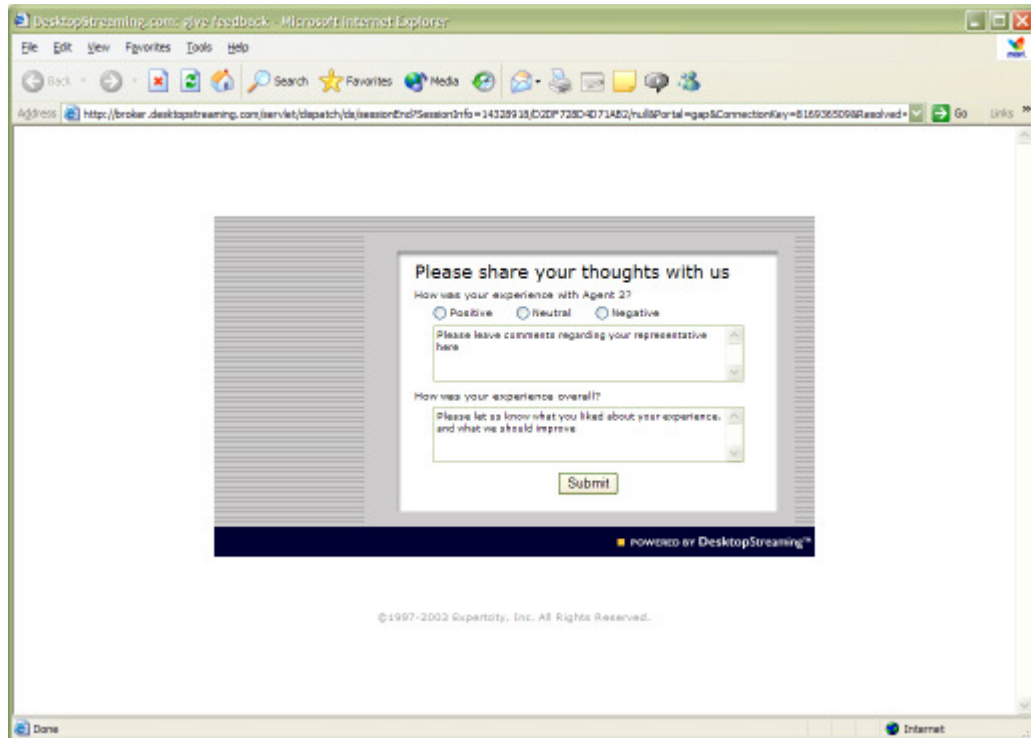
Finally the sign off screen will appear, as shown below. The user can close this screen and log off the Internet to end the Online Support session.
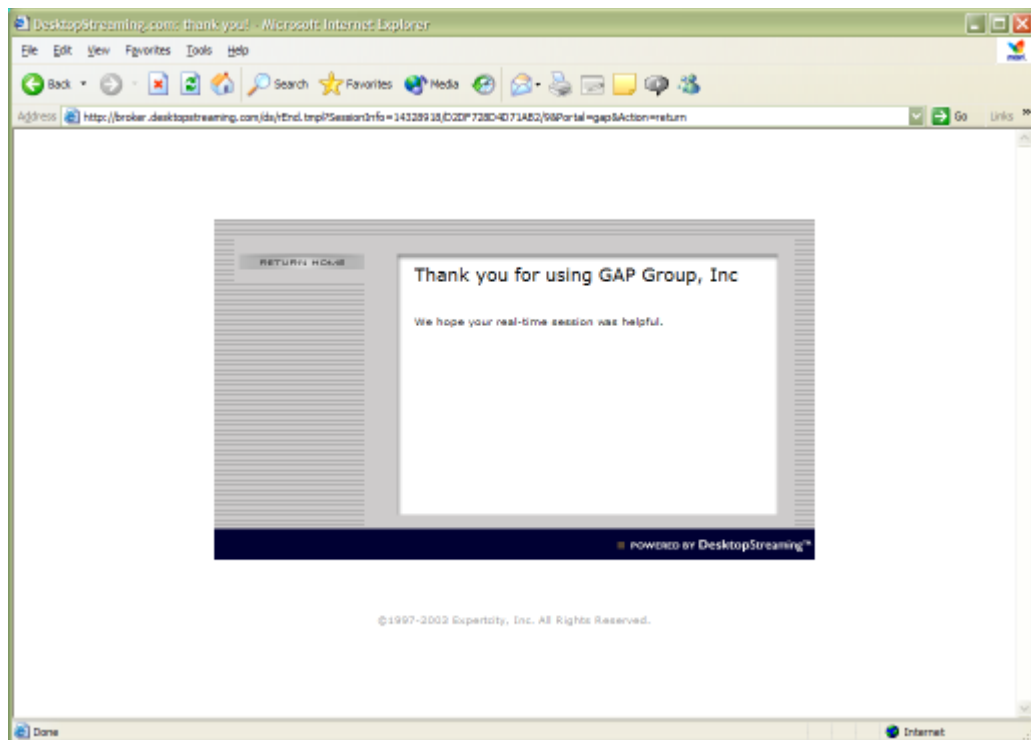
Contact Tech Support
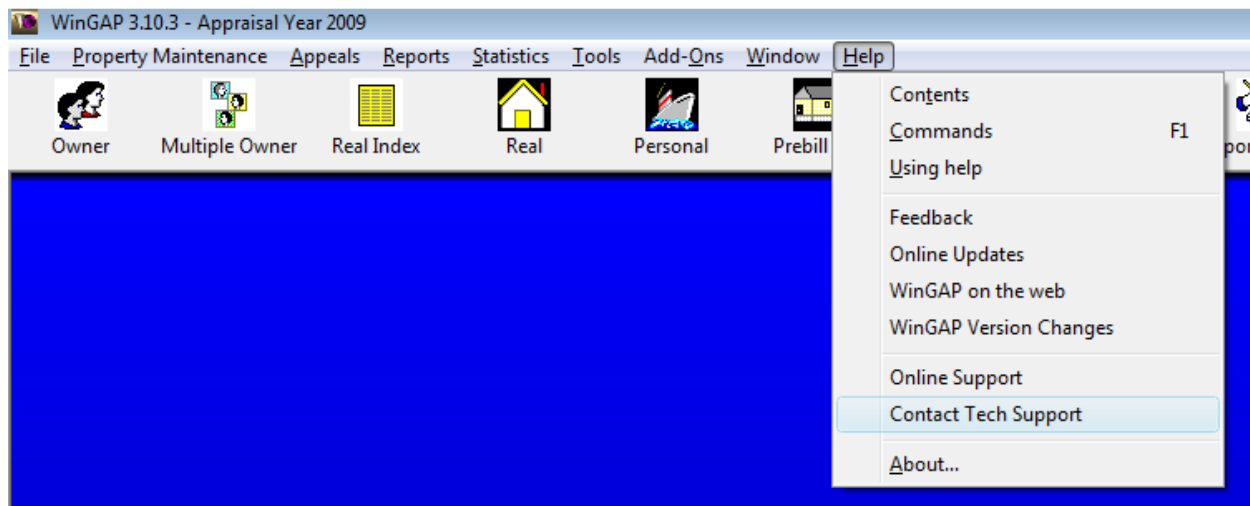
Another way to contact WinGAP Technical Support is provided by clicking on this option on the Help Menu. The Contact Tech Support option will launch the default email client program on the computer, producing a mail form, in the example below Microsoft's Outlook Express, which the user can fill out as necessary and email directly to WinGAP Technical Support.

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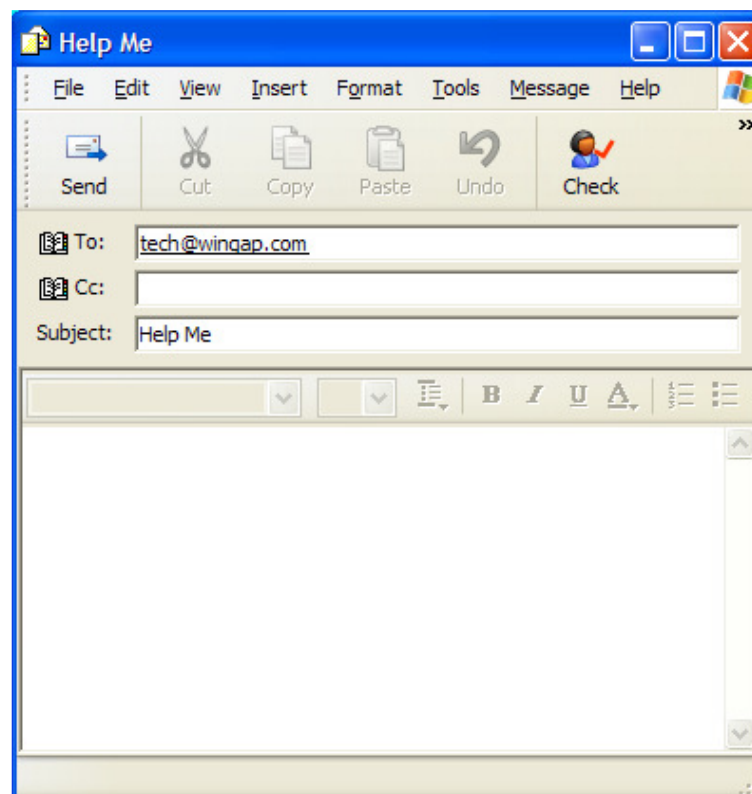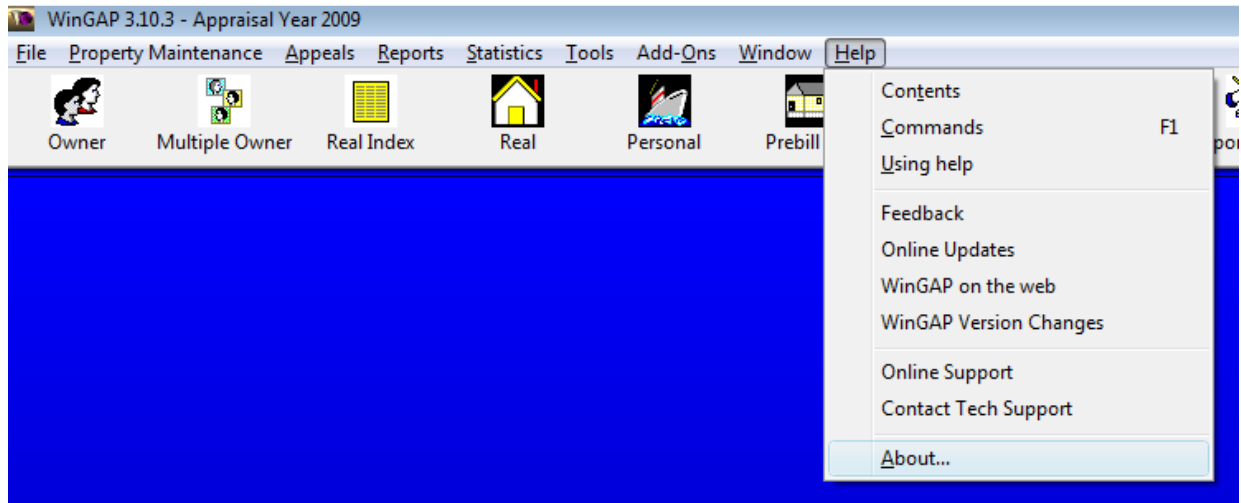
About

The About option produces the About WinGAP Form, shown below, which displays general information about WInGAP. **The most important information on this form is the Version Number of WinGAP currently in use,** such as WinGAP 3.10.3, as shown below. Any time WinGAP Technical Support is contacted about a problem, the Version Number **MUST** be reported in order for the problem to be correctly diagnosed and solved. The About WinGAP form also displays a map of Georgia counties using WinGAP, with WinGAP users in Blue. Also displayed on the right side of the About Form are the developers of WinGAP, the Current User (Login ID), and the number of Real Property Parcels, Personal Property Accounts, and Prebilled Mobile Homes for the appraisal year in use by WinGAP. Also displayed on the About Form are acknowledgements of third party products that are used in conjunction with WinGAP, such as NADA, ABOS, and Advantage.
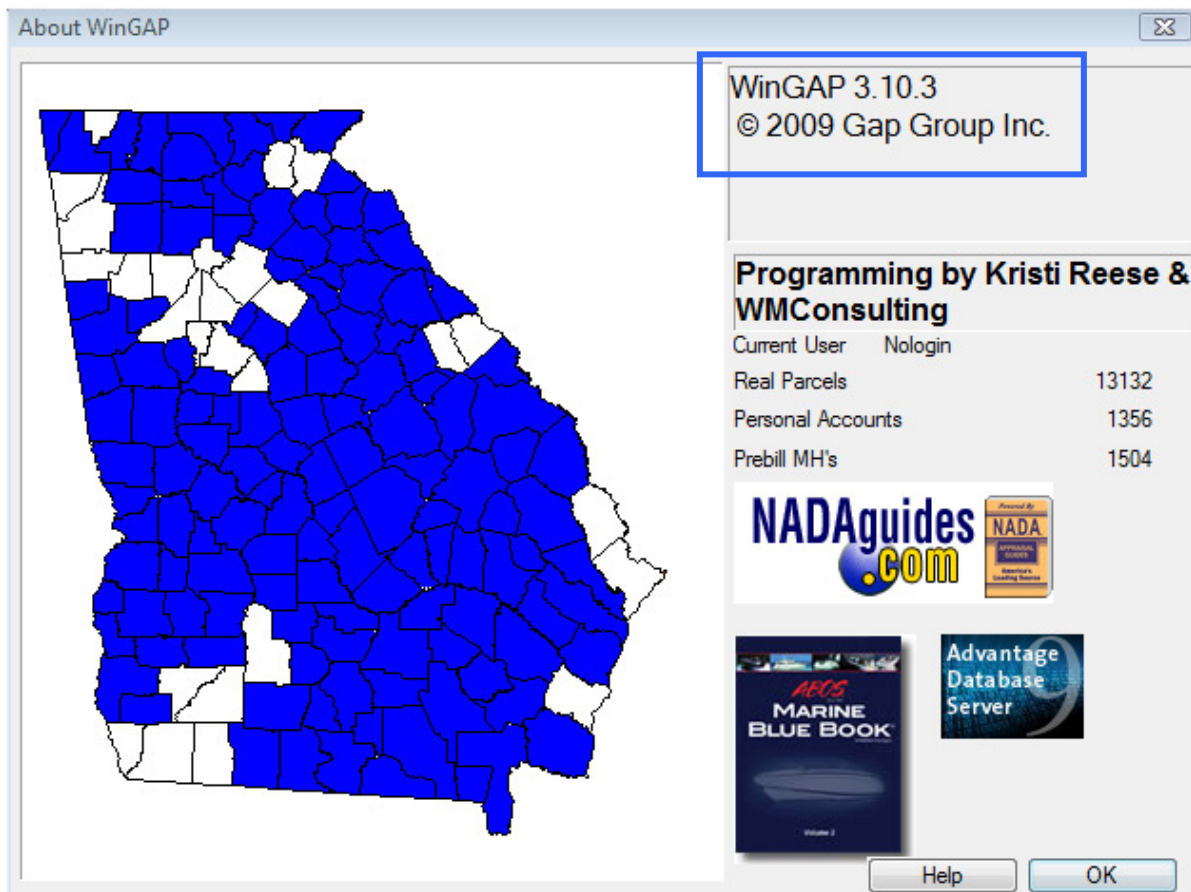
WinGAP Search and Data Entry Forms
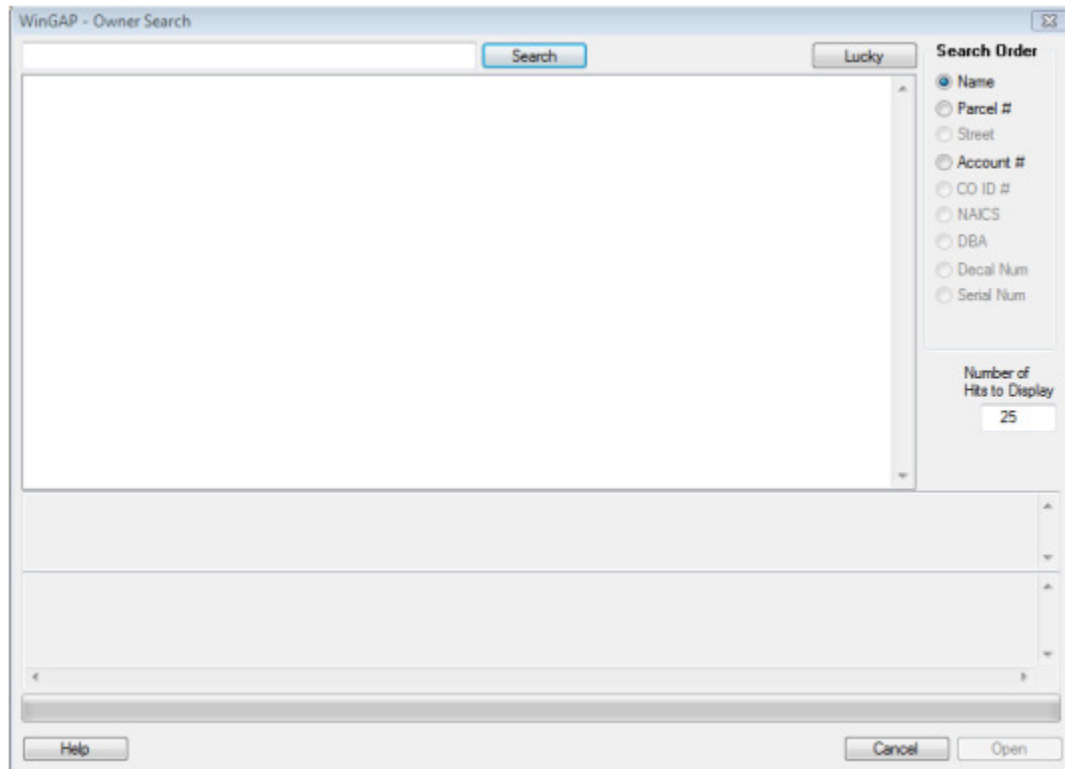
As mentioned earlier in this Manual, all operations in WinGAP, including searches for property as well as data entry, begin and end at the main WinGAP screen, shown below.
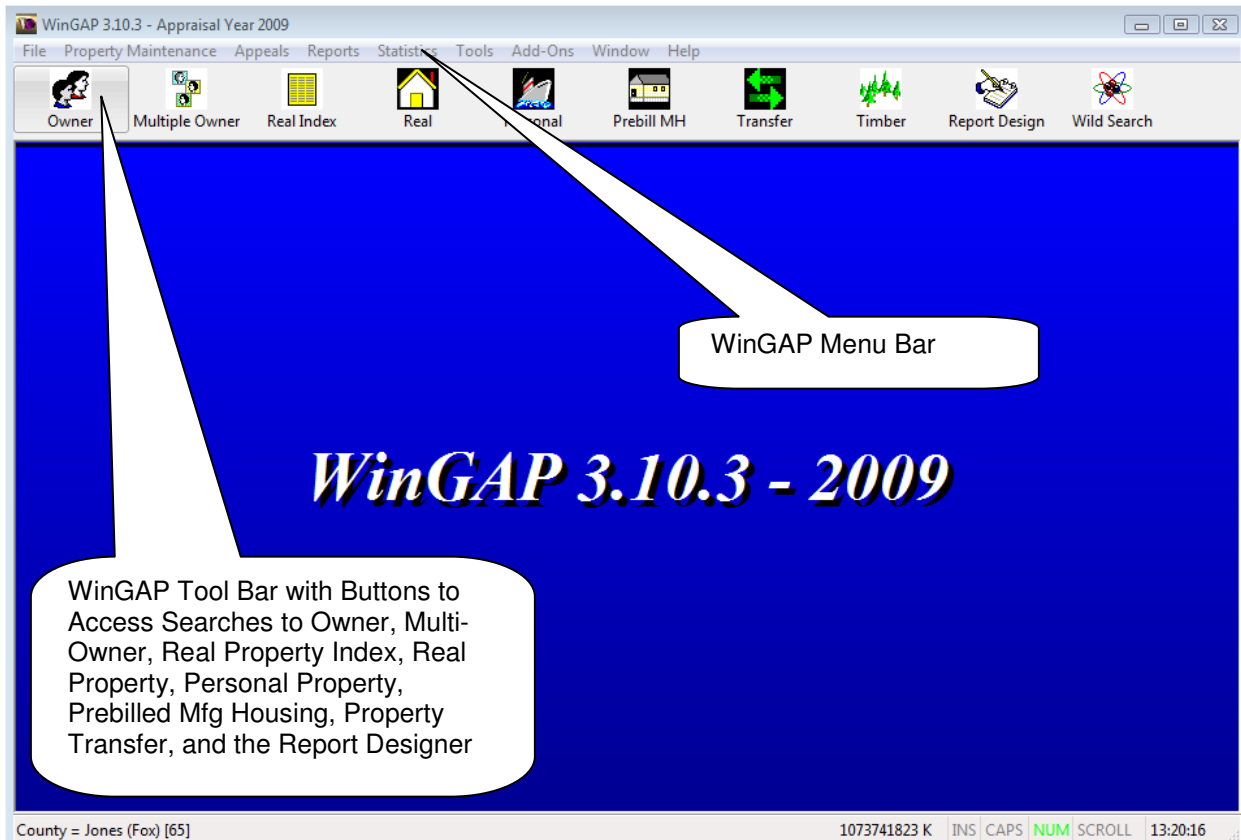
Most property searches, such as an Owner Search, can be initiated by clicking on the desired Button on the **Tool Bar**. Some searches, however, such as for Sales, must be performed by using the **Menu Bar**. Either procedure will produce a Search Form, and from the Search Form the user can proceed to any number of Data Entry Forms to add, edit, and delete property data. The rest of this Manual will discuss in detail the various Search and Data Entry Forms used in WinGAP. There will first be a general discussion, starting on the next page, about how forms are used in WinGAP.
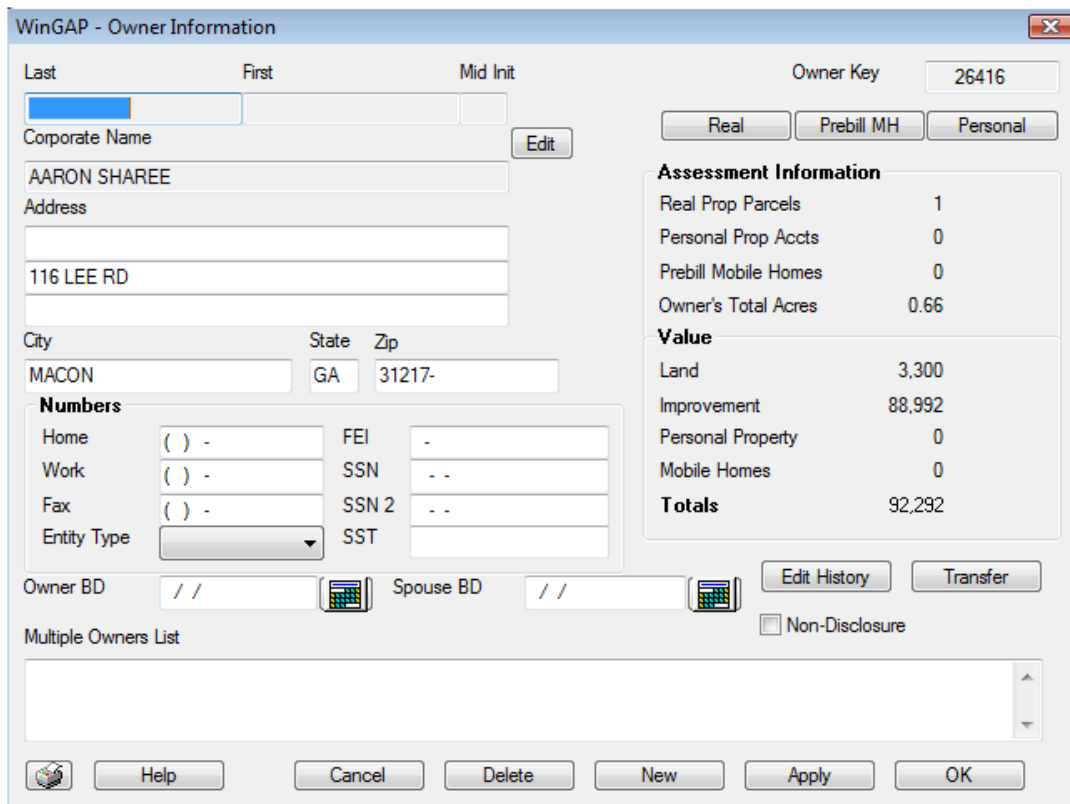
Forms In General

All of WinGAP's search and data entry screens, or windows, are called **Forms**. A typical WinGAP Search Form, the Owner Search Form, is shown below:

An example of a Data Entry Form is the Owner Information Form:

All Forms contain **Fields** into which the WinGAP data is keyed. The number of fields on a Form will vary based upon how much data entry is required for that type of property. The Tab key is used to move forward between fields, Shift+Tab to move backward. The Mouse can also be used to select a field for data entry, but the user must be careful to click in the appropriate position in the field or move to such position with the directional arrow keys.

Button Controls

All Search and Data Entry Forms in WinGAP use various Buttons and other Controls to operate these Forms. As can be seen on both the Owner Search and the Owner Information Forms, above, the use of a Form is controlled by **Buttons**, which the user "clicks" on with the Mouse to execute an action (various "hot key" combinations can also be used to actuate the Button). These Buttons are normally found at the bottom of the Form, but Buttons that perform specialized tasks appropriate to that Form can be found at any place on a Form.

### Search Forms in WinGAP will typically have four Buttons:

1) A **Search** Button, seen below, located immediately to the right of the Search Field, is clicked to commence a property search based upon the criteria keyed into the Search Field. The hot-key combination of Alt+S will also operate this Button.
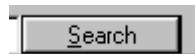

A **Lucky** Button, seen below, located immediately to the right of the Search Button on the Owner, Real, Personal, and Prebilled Mobile Home Search Forms (not Real Index or Multiple Owner) is clicked to commence BOTH a property search based upon the criteria keyed into the Search Field AND open the first record (Owner, Real Parcel, etc.) that matches this criteria.
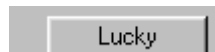

If the user places the mouse cursor on the Lucky Button, a "tool tip" will appear:
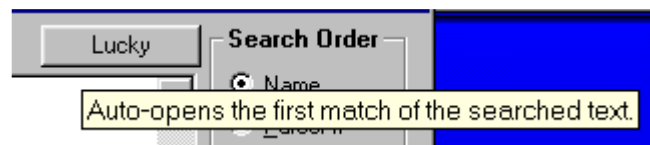
2) An **Open** Button that will "open" the desired property record on the Search Form. The hot key combination of Alt+O will also operate the Open Button.
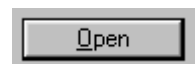
3) A **Cancel** Button that will cancel the Search operation and close the Search Form. **Note:** Clicking on the "X" on the upper right of any Search Form will also cancel the Search operation. The hot key combination of Alt+C will also actuate the Cancel Button.
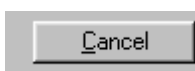
**The Real Index and Real Search Forms** in WinGAP also have a Print PRC Button:

Print PRC

Clicking this button will produce a print preview of the Property Record Card for the Parcel that is highlighted in the list box on the Real Index or Real Search Form.

Data Entry Forms in WinGAP will typically have the following Buttons at the bottom of the Form, from left to right:

1) A **Print** Button that will print the Form as it appears on-screen; on some Forms, right-clicking on the Print Button will produce a Menu with even more print options particular to that Form.

2) A **Help** Button that will display content-oriented Help about that particular Form. In a future version of WinGAP, the user can also press the F1 function key on any data entry field on the Form and receive specific Help about that field. The hot key combination of Alt+H will also actuate the Help Button.

Help
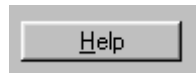
3) A **Cancel** Button that will cancel any changes made to the Form (unless the Apply Button has been clicked first). **Note:** Clicking on the "X" on the upper right of any Form will also cancel any changes made on a Form, unless the Apply Button is clicked first. The hot key combination of Alt+C will also actuate the Cancel Button.

Cancel
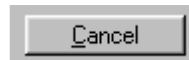
4) A **Delete** Button that will delete the record currently in use, prompting the user before doing so. On some Forms, the Delete Button, by design, does not function, and the Help Button for that particular Form will explain why. The hot key combination of Alt+D will also actuate the Delete Button.

Delete

5) A **New** Button that will open up the fields on the Form for data entry for a new record. Until the New Button is clicked, the User cannot Add a New record. The hot key combination of Alt+N will also actuate the New Button.

New

6) An **Apply** Button that saves any changes to the Form and leaves the user on the Form. The hot key combination of Alt+A will also actuate the Apply Button.

Apply

7) An **OK** Button that saves any changes, leaves the Form, and returns the user to the previous Form or Menu. The hot key combination of Alt+O will also actuate the OK Button.
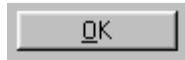
8) An **Edit History** Button will also be found on many WinGAP data entry forms. It is used to view the Edit History for that particular record, such as Owner, Real Property, Sales, etc. For example, the Edit History for a Real Property parcel might appear similar to the image below.

As mentioned above, other Buttons may appear on data entry Forms that perform specialized tasks particular to that Form. For instance, the Owner Information Form has Buttons called Real, Prebill MH, and Personal that allow the user to gain access to these types of property from the Owner Information Form. The use of these Buttons will be discussed in the Owner Information section of this manual.

Other Form Controls

There are also other controls on Forms in WinGAP, such as single line edit fields, combo boxes, checkboxes, calendar buttons, calculator buttons, radio buttons, and list boxes.

1. A **single line edit** field is where much of the data entry in WinGAP occurs.

An example of a single line edit field is the Corporate Name field on the Owner Information Form. When keying data into a single line edit field, the user must always be sure that the data is keyed in the field from the far left of the field. If the user Tabs into the field (or Shift + Tab), the cursor will always be positioned at the left of the field. However, if the user clicks in the field with the mouse, very often the cursor will not be at the far left of the field. If this is the case, the user should press the Home key to go to the far left of the field.

2. A **memo field** is found on many data entry forms in WinGAP, such as the Owner Information Form, below. Memo fields are used to enter comments, multiple owners (as on the Owner Information Form), and other useful information in WinGAP. A memo field can hold an unlimited amount of text.

3. A **combo box** is a control that produces a drop-down listing from which the user selects the most appropriate option for that parcel, account, etc.

For instance, the Tax District combo box is used to select the Tax District for a parcel. The user can click on this combo box to select the correct Tax District, or key the first number (or letter, if applicable) in the Tax District Code, such as 01 for Unincorporated. The user can also press the Function Key F4 to display the items in the box.

4. A **checkbox** is a control where the user clicks in the box to indicate that this particular option is "true", or will be used.

For instance, if the user placed a checkmark in the Notice checkbox, an Assessment Notice would be printed for that parcel. No checkmark in the Notice checkbox would indicate that an Assessment Notice would NOT be printed for that parcel. The checkmark is inserted in a checkbox by clicking with the mouse in the checkbox, or pressing the spacebar when the checkbox is in focus.

5.   A **calendar button** is located on every Form in WinGAP when there is a date field on the Form, usually to the right of field.

Instead of keying the date in the field, the user can click on the calendar button to produce the Calendar Form, from which the correct date can be selected, as seen below.

In the above example, double-clicking the highlighted "4" in September 2003 would insert this date in the field on Form that was being used, in the format 09/04/2003. The user can also insert the current date in any date field by clicking in the field and hitting the space bar, or by right clicking in the date field and selecting the "Today" option.

6.   A **calculator button** is found on all Schedule Forms in WinGAP, discussed earlier in this Manual, as well on other Forms where such a control is needed.

The Calculator Button can be clicked to perform any needed calculations without leaving the Form, as shown below.

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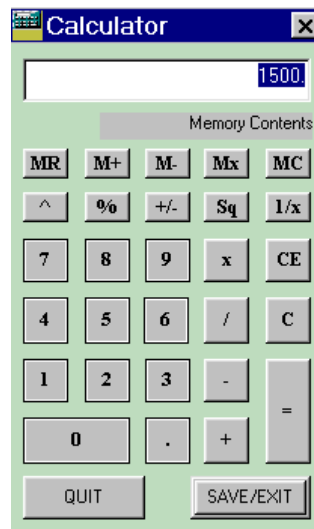
7. A **radio button** section is found on all Search Forms in WinGAP, as well on other Forms where such a control is needed.
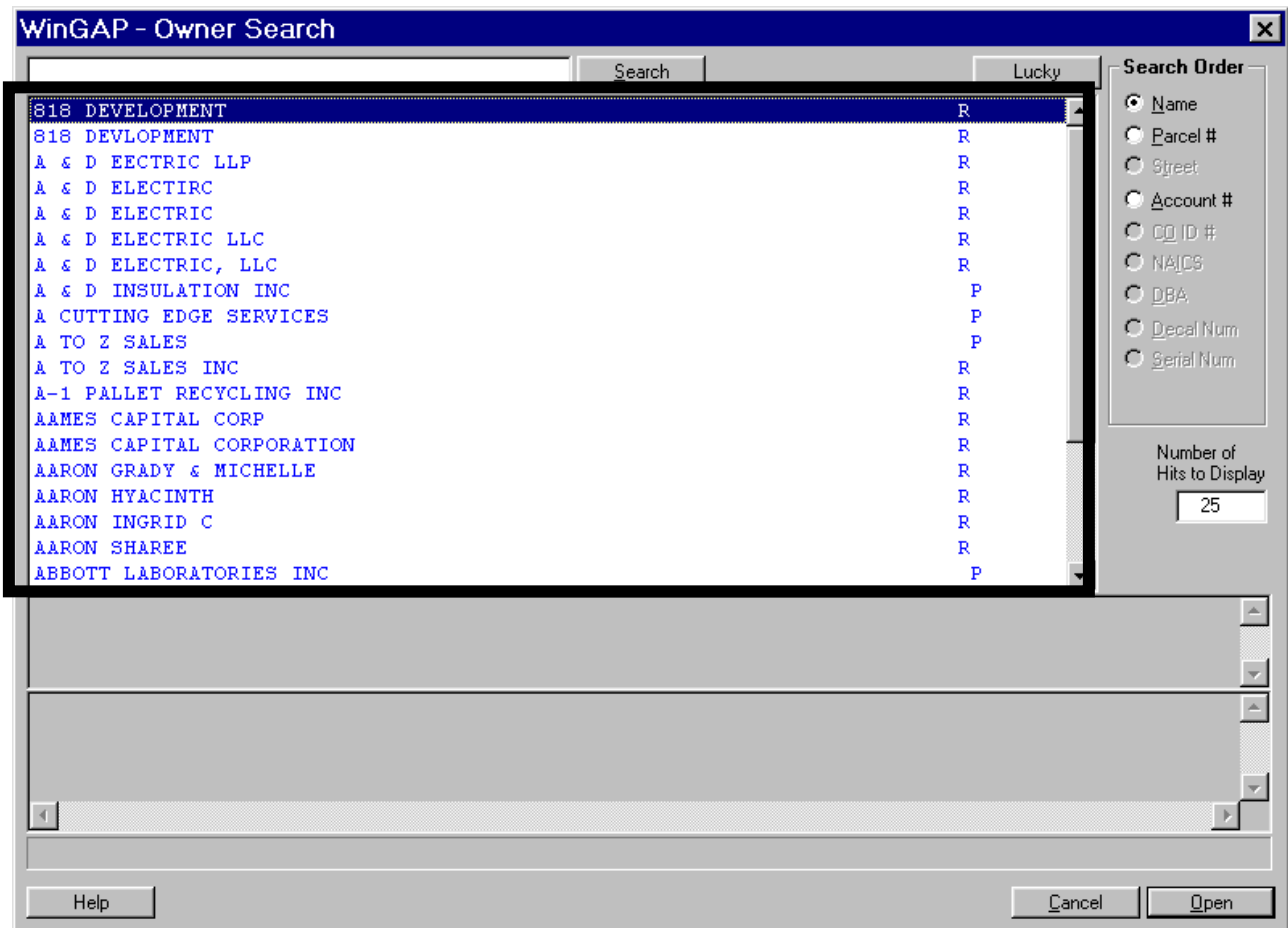

As seen in the Search Order radio button section on the Owner Search Form, above, the user selects the desired Search Order by clicking with the mouse in the white circle, or radio button. Only one radio button option can be selected at any one time. If the radio button is gray, it is not in use and cannot be selected.

8. A **list box** is found on all Search Forms in WinGAP, as well on other Forms where such a control is needed. The Owner Search Form is shown below, and the list box is contained within the dark rectangle.

A list of items (in the example above, Owner records) are contained within the List Box, and the user selects the desired item by clicking on it. The user can move up and down in the Owner Information List Box by a variety of methods:

      a. The Up and Down Arrow keys
      b. The Page Up and Page Down keys
      c. The Home and End keys: The Home key will take the user to the top of the List Box; the End key to the bottom
      d. The mouse can also be used to scroll up and down in the List Box: by using either the wheel on the mouse, or by grabbing the "thumb" (the gray bar) within the vertical scroll bar on the right side of the list box.

Scroll Bars, mentioned in the last item above, are found within List Boxes, Combo Boxes, and Memo fields. Scroll bars can be vertical, as in the Owner List Box above, as well as horizontal, as in the bBrowser List Box, discussed next.

9. A **bBrowser list** box is found on some Forms in WinGAP. The bBrowser list box is similar to the list box, previous page, but the information on a bBrowser list box is displayed in a grid format, with defined rows and columns. An example of a bBrowser list box is the Urban Land Schedule, found in **Tools >> Schedules / Tables >> Urban Land**, as seen below.

WinGAP – Urban Land

Subdivision / Neighborhood

SUBDIVNAME	SUBDIVCODE	CALCMETHOD	UNITVALUE	EXUNITS	EXFACTOR	DEPTHTBL
110/FF	19	1	110.00	0.00	0.00	0
12,000/AC	50	2	12000.00	0.00	0.00	0
120/FF	20	1	120.00	0.00	0.00	0
130/FF	21	1	130.00	0.00	0.00	0
14,000/AC	51	2	14000.00	0.00	0.00	0
140/FF	22	1	140.00	0.00	0.00	0
15,000/AC	52	2	15000.00	0.00	0.00	0
15/FF	1	1	15.00	0.00	0.00	0
150/FF	23	1	150.00	0.00	0.00	0
1500/AC	29	2	1500.00	0.00	0.00	0
160/FF	24	1	160.00	0.00	0.00	0
170/FF	25	1	170.00	0.00	0.00	0
175/FF	26	1	175.00	0.00	0.00	0
20/FF	2	1	20.00	0.00	0.00	0
2000/AC	30	2	2000.00	0.00	0.00	0

Information

Name   110/FF   Unit Value   110.00   Default Depth

Valuation Method   Excessive Units   0.00   None

  ◉ Front Foot (1)   ○ Square Foot (3)   Excessive Adj Factor   0.00
  ○ Acres (2)   ○ Lot / Unit (4)

Help   Cancel   Delete   New   Apply   OK

Owner Search Form

The Owner Search Form, seen below, is used to locate Owners of property. The Form can be reached by any one of several methods:

1) by clicking on the Owner Button on the WinGAP Toolbar;
2) by clicking on Property Maintenance on the WinGAP Menu Bar, then Owner, then Search;
3) by keying the "hot-key" combination of Ctrl+O.

The Owner Search Form is divided into several sections. At the top of the Form is the **Search** Field, where, depending upon the Search Order, the property owner's name, parcel number, or other criteria is keyed. Beneath the Search Field is the **Owner Information** List Box where Owner records whose names, parcel numbers, or other criteria that most closely match that keyed into the Search Field will be displayed. On the upper right of the Form is the **Search Order** section, where the default Search Order (Name) can be changed by clicking any of the other Radio Buttons.

Beneath the Search Order section is the **Number of Hits to Display** field which contains the default number of Owner records that will be displayed in the Owner Information List Box. This default value can be temporarily changed, if necessary (and if Logins are enabled in **Tools >> Preferences**, set as a default for that user). The topmost gray panel beneath the Owner Information List Box is the **Multiple Owners** Memo Box where the names of Multiple Owners of a Parcel will be displayed. Beneath this panel is another gray panel where various information about any selected Owner (meaning highlighted, or clicked on) in the list box will display.

The Help Button can be clicked to display Help Information about the Real Property Search Form.

Finally, the **Open** and **Cancel** Buttons allow the user to Open the desired Owner record or Cancel the search procedure.

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Search Field

NOTE: Before keying any search information in the Search Field, the user should be sure that the Cursor is at the far left of the field. Not doing this will in most cases produce incorrect information.

Name Search

What the user keys into the Search field is first determined by the Search Order. <u>The default is Name Order</u>. How the Name is keyed into the Search field will depend upon how the County manages the Name information in their database. Names in WinGAP can be keyed on the Owner Information Form in either the Last Name-First Name-Middle Initial fields, or in the Corporate Name field. An Owner cannot have names in both places. Any name keyed in the Corporate Name field on the Owner Information Form will supersede the names keyed in the Last Name-First Name-Middle Initial fields; it fact, any names entered in the Last Name-First Name-Middle Initial fields will be removed by WinGAP on the Form. One County may prefer to reserve the Corporate Name field for Businesses and Corporations, and use the Last Name-First Name-Middle Initial fields for all other owners; another County may prefer to use the Corporate Name field for ALL owners; a third may prefer to use the Last Name-First Name-Middle Initial fields for ALL owners. It is entirely a local matter.

If the user is looking for an Owner's Name that is located in the Last Name-First Name-Middle Initial fields, the name MUST be keyed as follows: **Smith, Betty**; <u>the comma is mandatory if the Last Name-First Name-Middle Initial fields are used</u>. If the Owner's Name is found in the Corporate Name field, the name is keyed as it was entered in that field: **Smith Betty** (as shown in the image below); <u>no comma is used in the Search field for a Corporate Name, unless the comma was keyed as part of the name, and it is strongly recommended that commas NOT be keyed in the Corporate Name field</u>.

Information on the Owner Information Form, discussed later in this manual, can be entered in "proper" case, such as **Smith Betty**, or in all capital letters, such as **SMITH BETTY** (as the County in the image above has done). Again, it is entirely a local matter, as <u>case does not matter in WinGAP</u>. Also, as can be seen in the image above, the name smith betty was keyed into the Search field in lower case. When searching for Owner

Information, case also does not matter as far as how the Owner's Name is keyed in the Search Field: proper, upper, or lower case will all yield the same result.

Once an Owner's Name is keyed in the Search Field, the user should click on the **Search** Button to the right of the field (the "hot-key" combination of Alt+S can also be used). If an entire name was keyed and found, the Owner record(s) associated with it will display at the top of the Owner Information List Box, along with other Owner records in descending alphabetical order, as shown in the image on the previous page. If the keyed name is not found, Owner records with the name nearest to the name keyed will display in descending alphabetical order. The number of records that display will depend upon the Number of Hits to Display value.

Various short-cuts with the names of Owners can be used to find Owners. For example, if the user wishes to see all of the Owners with the Last Name of Smith that own property, the name **Smith** can be keyed in the Search Field. Clicking the Search Button will display the Owner records with the Last Name or Corporate Name of Smith in the County, as seen below.

Names keyed in the Last Name-First Name-Middle Initial fields will display ahead of names keyed in the Corporate Name field, as in "smith frank", above. Again, the number of records that display will depend upon the Number of Hits to Display value. If there are more Smiths than those displayed in the Owner Information List Box, and the user wishes to view all of the Smiths, the default Number of Hits to Display value can be increased to a number suitable to display all of the Smiths (the Search Button must be clicked again after changing the value).

Another short-cut with Name Order searches is to key the beginning part of an Owner's Name in the Search Field to find matching Owner records. For example, the letters **Bar** can be keyed to display all Owner records whose Last Name or Corporate Name begins with the letters "Bar".

Finally, when in Name Search Order, the user can search from the beginning of the alphabet by clicking on the blank Search Field.

The Lucky Button

The Lucky Button, located to the right of the Search Button, allows the user to perform both a search AND open the first record that meets the criteria keyed in the Search field. If the user places the mouse cursor on the Lucky Button, a "tool tip" will appear:
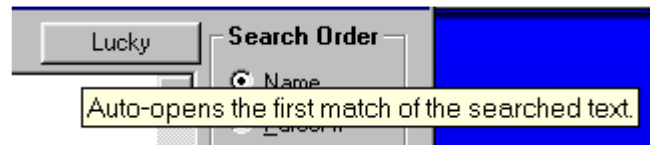
For example, the user wants to look at the Owner record for Ann Arnold. After keying the name in the Search field, as shown below, the user can click the Lucky Button and be taken directly to the Owner record for that name, as shown on the next page.

WinGAP – Owner Information

Last	First	Mid Init		Owner Key	15507

Corporate Name [Edit]

ARNOLD ANN

Address

P O BOX 1117

City	State	Zip
GRAY	GA	31032-

Numbers

Home	( ) -	FEI	-
Work	( ) -	SSN	000-00-0000
Fax	( ) -	SSN 2	- -
Entity Type	▼	SST	

Owner BD / /   Spouse BD / /

Multiple Owners List

| Real | Prebill MH | Personal |

Assessment Information

Real Prop Parcels	1
Personal Prop Accts	0
Prebill Mobile Homes	0
Owner's Total Acres	0.00

Value

Land	7,360
Improvement	29,028
Personal Property	0
Mobile Homes	0
Totals	36,388

[Edit History] [Transfer]

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[Help] [Cancel] [Delete] [New] [Apply] [OK]

When using the Lucky Button, the criteria keyed into the search field must exactly match that of the desired record. Otherwise, the user will be taken to the record that is closest to matching the criteria keyed into the Search field.

Parcel Number Search

If Parcel Number is selected as the Search Order, the Search Field will not be blank; instead, it will contain "dashes" near the beginning of the field that represent the "breaks" in the Parcel Number between the Map Number and other segments of the Parcel Number. The number of "dashes" will depend upon the structure of the County's Parcel Number, as set up in the Parcel Number Template Field in **Tools >> Preferences**. The default WinGAP Parcel Number structure is XXXX-XXX-XXXX-XXX, with a "dash" between the Map, Block, Parcel, and Sub-Parcel numbers, for a total of three "dashes". These three "dashes" would appear toward the left end of the Search Field. The Parcel Number can be customized depending upon how a County wants to structure its Parcel Number. As can be seen in the example on the next page, this County's Parcel Number has only two "dashes" in it, separating the Map, Parcel, and Sub-Parcel numbers.

To locate the Owner of a specific Parcel Number, say "G01 -00 -010 -", the entire Parcel Number can be keyed into the Search field. The user must be careful while keying the Parcel Number that the dashes and any spaces in the Search Field are the same as in the Parcel Number. If the Parcel Number has letters in it, the letter can be keyed in either upper or lower case; as in Name Search Order, the case does not matter. After clicking the Search Button the desired record should appear at the top of the Owner Information List Box, followed by other Owner records in ascending Parcel Number order, as shown on the next page. Again, the number of records that display will depend upon the Number of Hits to Display value.

As with the name of an Owner, various short-cuts with Parcel Numbers can be used to find Owners. For example, if the user wishes to see all of the Owners on Map "J05", the number **j05** can be keyed in the proper place in the Search Field. Clicking the Search Button will display the Owner records with that Map Number in the County, up to the default Number of Hits to Display value, as seen below.

If there are more Owners with the desired Map number than those displayed in the Owner Information List Box, and the user wishes to see all of them, the default Number of Hits to Display value can be increased to a number suitable to display all of the Owner records(the Search Button must be clicked again after changing the value).

Finally, when in Parcel Number Search Order, the user can search from the beginning of all Map/Parcel Numbers by clicking on the blank Search Field.

Account Number Search

The Search Order for Owner records can be changed to Account Number Order by clicking on the Account # radio button in the Search Order section of the Owner Search Form. The Account Number for Owner records is the same as the WinGAP assigned Owner Key number. To locate an Owner record by a specific Account Number, say "1015", the entire Account Number, **1015**, should be keyed into the Search field. After clicking the Search Button, the desired record should appear at the top of the Owner Information List Box, followed by other Owner records in ascending Account Number order, as shown below. Again, the number records that display will depend upon the Number of Hits to Display value.

Finally, when in Account Number Search Order, the user can search from the beginning of all Account Numbers by clicking on the blank Search Field.

Owner Information List Box

The information that is displayed in the Owner Information List Box varies depending upon which Search Order is used.

> If Name Order is used, the Owner's Name and type of property, identified by the letters **R** (Real Property), **P** (Personal Property), or **M** (Prebilled Mobile Home) are displayed, left to right. The Owner Account Number also displays at the far right of the List Box for each record.

> If Parcel Number Search Order is used, the Parcel Number, Total Acres, and Owner's Name are displayed, left to right.

> If Account Number Search Order is used, the Account Number, Owner Name, and Type of Property are displayed, left to right.

Additional information about this Owner can be displayed by clicking on the record. The additional information will be displayed in the text box located on the bottom of the Owner Search Form, as shown below. The information that is displayed will depend upon the Search Order used.

The information that displays in the list box at the bottom of the Owner Search Form will also display in a "tool tip", which can be seen by clicking on any record in the list box, as seen on the next page.

The user can move up and down in the Owner Information List Box by using the Up and Down Arrow keys and the Page Up and Page Down keys. The Home key will take the user to the top of the List Box, the End key to the bottom. The mouse can also be used to scroll up and down in the List Box.

Number of Hits to Display Field

The default Number of Hits to Display on any Search Form in WinGAP is 25. If Logins are not enabled, each user in WinGAP can temporarily change the number of Owner records that will be displayed when searching on that particular Form, if desired, by clicking in the Number of Hits to Display field and keying the desired number. When the user leaves that Form, the default number will revert back to 25.

If Logins are enabled in **Tools >> Preferences**, the Default Number of Hits to Display can be changed for each user in two different places. The first one is located in **Tools >> Password Administration** (see the Tools >> Password Administration section in this manual for instructions). The second location where the default Number of Hits to Display can be changed is on any of the Search Forms. When the user clicks Cancel to leave one of the Search Forms, AFTER changing the Default Number of Hits to Display value and performing a search using this new value, WinGAP will display the message shown below:


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If the new number, in this case 100, is to be the new default, the user should click the Yes Button (or hit Enter or Alt+Y) and the Number of Hits to Display for this user will be set as the default for that user in **Tools >> Password Administration**, as the message below indicates.
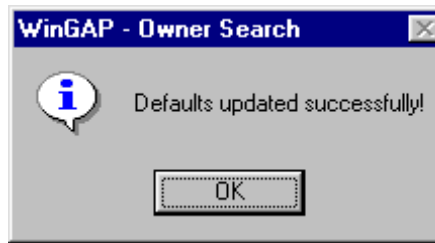
Multiple Owners

Directly beneath the list box on the Owner Search Form is the Multiple Owners List Box. If an Owner record has any Multiple Owners keyed in this field on the Owner Information Form, they will be listed here, as seen below.
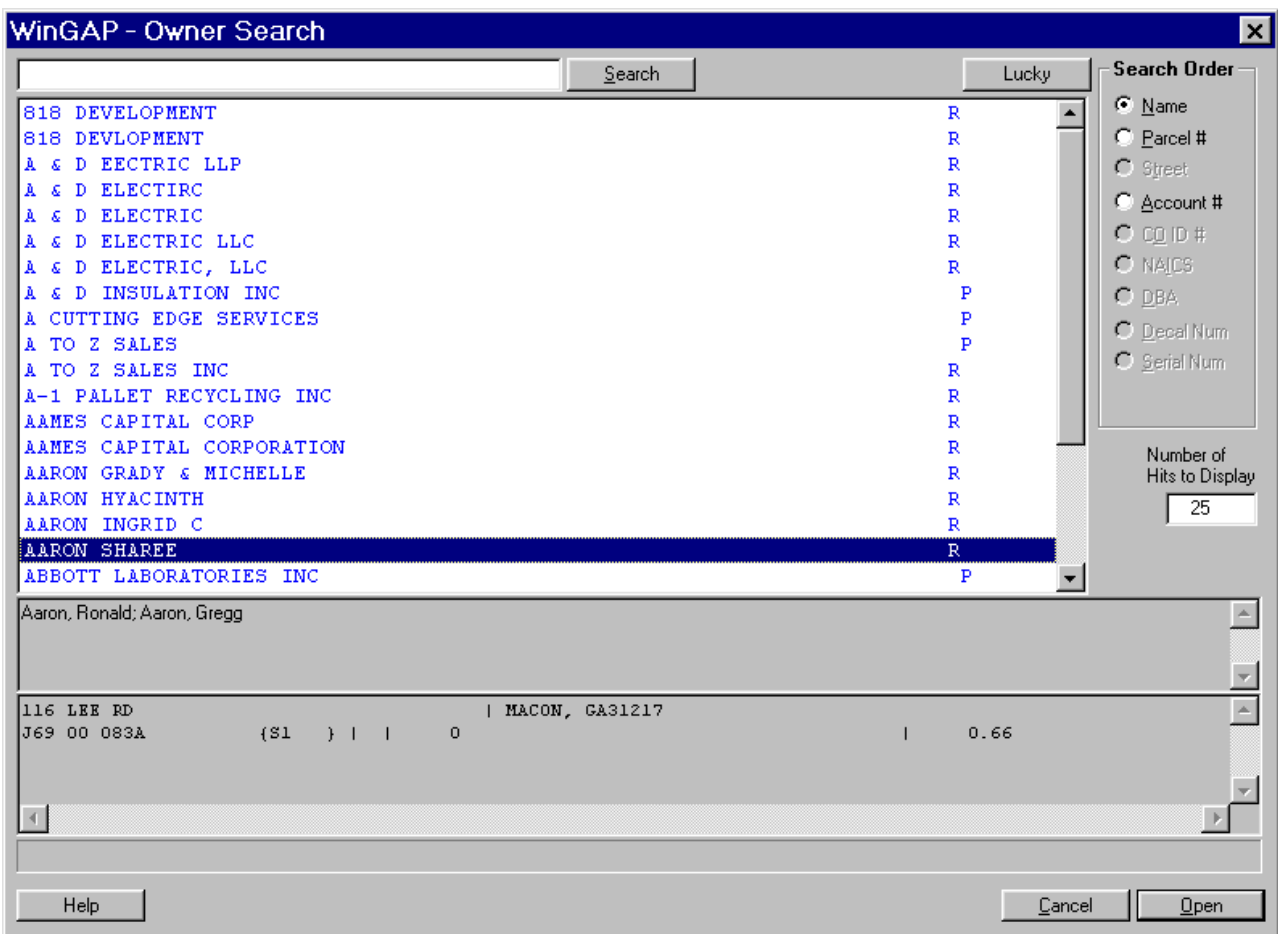
Open and Cancel Buttons

Once an Owner record is located in the Owner Information List Box and highlighted, the user can open the Owner Information Form for that record, next page, by clicking the **Open** Button. (The Owner record can also be opened by pressing Enter when the desired record is highlighted in the List Box, double-clicking on the record, or pressing the hot-key combination of Alt+O)). The **Cancel** Button can be clicked (or Alt+C pressed) to abort any searches and return to the Main WinGAP screen.

A typical Owner Information Form is shown below.

Multiple Owner Search Form

The Multiple Owner Search Form, seen below, is used to locate property records that have multiple owners. The Form can be reached by one of three methods: 1) by clicking on the Multi-Owner Button on the WinGAP Toolbar; or 2) by clicking on Property Maintenance on the WinGAP Menu Bar, then Owner, then Multi-Owner Search; or 3) by pressing the "hot-key" combination of Ctrl + M.

The Multiple Owner Search Form is divided into several sections. At the top of the Form is the **Search Text** field where the desired owner's name is keyed. Beneath the Search Text Field is the **Name** list box where Owner records with Multiple Owner names (and Owner names if the Search All Owners checkbox is checked) that most closely match the name keyed into the Search Field will be displayed. In the center top of the Form is the **Search All Owners** checkbox, which, if checked, will also search the Last Name, First Name, Middle Initial, and Corporate Name fields, in addition to the Multiple Owners List Box, for the name that is keyed in the Search Text field.

The Help Button can be clicked to display Help Information about the Real Property Search Form.

Finally, the **Open** and **Cancel** Buttons allow the user to Open the desired Owner record or Cancel the search procedure.

Search Field

NOTE: Before keying any search information in the Search Text Field, the user should be sure that the Cursor is at the far left of the field. Not doing this will in most cases produce incorrect information.

To locate the Owner record(s) for a specific name which is keyed into the Multiple Owner List Box on any Owner Information form, the name of the Multiple Owner is keyed into the Search Text Field on the Multiple Owner Search Form. Once the Name is keyed in the Search Field, the user should click on the Search Button to the right of the field (the "hot-key" combination of Alt+S can also be used). As WinGAP searches through the Owner records, the number of Owner records that are searched and the number of "Hits" (matches) will display on the Form as the search progresses, as seen in the image at the top of the next page.

When the search is finished, any Owner record that has that name in the Multiple Owner List Box will display in the Name list box, as shown below.

All of the Multiple Owners that are associated with the desired name will also display in the list box. The Open Button can be clicked on the highlighted record to produce the Owner Information Form for this Multiple Owner, as on the next page.

If the user also wants the names of all Owners that meet the name criteria keyed for Multiple Owners, the Search All Owners checkbox should be checked. WinGAP will search the Last Name, First Name, Middle Initial, and Corporate Name fields for the name that is keyed in the Search Text field and display all Owner records as well as Multiple Owners that meet that criteria, as seen below.

The appropriate record can be highlighted in the Name list box, and Open clicked (or Alt+O pressed) to proceed to the Owner Information Form, below, for that record.

WinGAP – Owner Information		

Last	First	Mid Init		Owner Key	10955

Corporate Name   Edit

Real	Prebill MH	Personal

AARON CHARLES M

Assessment Information

Address

Real Prop Parcels	2
Personal Prop Accts	0
Prebill Mobile Homes	0
Owner's Total Acres	28.00

139 GAYLE DRIVE

Value

City	State	Zip		Land	12,375
MILLEN	GA	30442-		Improvement	7,520

Numbers

				Personal Property	0
Home	( ) -	FEI	-	Mobile Homes	0
Work	( ) -	SSN	. -	**Totals**	19,895
Fax	( ) -	SSN 2	. -		
Entity Type		SST			

Edit History	Transfer

Owner BD	/ /		Spouse BD	/ /	

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Multiple Owners List

	Help	Cancel	Delete	New	Apply	OK

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View Current Index Search Form

The View Current Index Search Form, seen below, is produced by clicking the Real Index Button on the WinGAP Tool Bar. The hot-key combination of Ctrl+V can also be pressed to display the Form.

The View Current Index Form displays the Real Property parcels for 100 owners at a time in Owner Name order, which is the default order. This order can be changed to Parcel Number order by clicking the Parcel Order checkbox and clicking the Search Button. The order can also be changed to Subdivision order by clicking that checkbox and then the Search Button. If Owner Name order is selected, a secondary search order of Parcel Number is applied so that the records for owners with more than one parcel will be in parcel number order.

All Real Property parcels for an owner will display on the View Current Index Form. Also displayed with the Owner Name, in the default view above, are the Parcel Number, the Homestead Exemption Code, the Situs or location address of the parcel, the Parcel Acreage, the Digest Classification and Stratification of the parcel, and the Improved/Vacant column, where an "I" will display if the parcel has an improvement on it, and a "V" will display if the parcel is vacant. The "V" is also highlighted in BLUE for Vacant parcels.

If the user drags the horizontal scroll bar to the right, as seen in the two images on the next page, the rest of the columns on the View Current Index Form can be viewed: the Legal Description, the total Current Value of the Parcel, the total value of all improvements on the parcel, the total land value of the parcel, the Realkey (real property key or account number), and the Ownkey (owner key).

All Parcels that are not assigned a Homestead Exemption of S0 are highlighted in YELLOW on the View Current Index Form.

The Printer Button on the lower left of the Form can be clicked to send a screen image to the default printer. Only those names that are visible in the list box on the View Current Index Form will be printed. If more owner names need to be printed, the user can scroll down the list, display the desired names, and print these by clicking the Printer Button.

The Real Property parcels for the next 100 owners, in descending order, can be displayed by clicking the Next 50 Button. The Real Property parcels for the previous 100 owners, in ascending order, can be displayed by clicking the Prev 50 Button.

A Property Record Card can be printed for any record in the View Current Index by selecting the desired record in the list box and clicking the Print PRC button. The Print Preview will display first and the PRC can be printed from the Preview window.

The Help Button can be clicked to display Help Information about the Real Property Search Form.

A Real Property record is opened on the View Current Index Form by clicking on the desired record and clicking the Open Button (or pressing Alt+O), which will take the user to the Real Property General Information Form for that parcel, as seen below. Finally, the user can leave the View Current Index Form by clicking the Cancel Button (or pressing Alt+C).

Real Property Search Form

The Real Property Search Form is used to locate Real Property records. The Form can be reached by any one of several methods:

1) by clicking on the Real Button on the WinGAP Toolbar;
2) by clicking on Property Maintenance on the WinGAP Menu Bar, then Real, then Parcel Information;
3) by keying the "hot-key" combination of Ctrl+R.

The Real Property Search Form is divided into several sections. At the top of the Form is the **Search** Field, where, depending upon the Search Order, the Real Property owner's name, parcel number, or other criteria is keyed. Beneath the Search field is the **Real Property** List Box where Real Property records whose parcel numbers, owner's names, or other criteria that most closely match that keyed into the Search Field will be displayed. On the upper right of the Form is the **Search Order** section, where the default Search Order (Parcel Number) can be changed by clicking any of the other Radio Buttons. Beneath the Search Order section is the **Number of Hits to Display** field which contains the default number of Real Property records that will be displayed in the Real Property List Box. This default value can be temporarily changed, if necessary (and if Logins are enabled, set as a default for that user). The large gray panel beneath the Real Property List Box is the **Multiple Owners** List Box, where the names of Multiple Owners of a Parcel will be displayed.

A Property Record Card can be printed for any record in the Real Property list box by selecting the desired record in the list box and clicking the Print PRC button. The Print Preview will display first and the PRC can be printed from the Preview window.

The Help Button can be clicked to display Help Information about the Real Property Search Form.

Finally, the **Open** and **Cancel** Buttons allow the user to Open the desired Real Property record or Cancel the search procedure.

Search Field

NOTE: Before keying any search information in the Search Field, the user should be sure that the Cursor is at the far left of the field. Not doing this will in most cases produce incorrect information.

Parcel Number Search

What the user keys into the Search field is first determined by the Search Order. The default is Parcel Number Order. If Parcel Number is selected as the Search Order, the Search field will contain "dashes" near the beginning of the field that represent the "breaks" in the Parcel Number between the Map Number and other segments of the Parcel Number. The number of "dashes" will depend upon the structure of the County's Parcel Number, as set up in the Parcel Number Template Field in **Tools >> Preferences**. For example, the default WinGAP Parcel Number structure is XXXX-XXX-XXXX-XXX, with a "dash" between the Map, Block, Parcel, and Sub-Parcel numbers, for a total of three "dashes". These three "dashes" would appear toward the left end of the Search Field. The Parcel Number can be customized depending upon how a County wants to structure its Parcel Number. As can be seen in the example below, this County's Parcel Number has only two "dashes" in it, separating the Map, Parcel, and Sub-Parcel numbers.
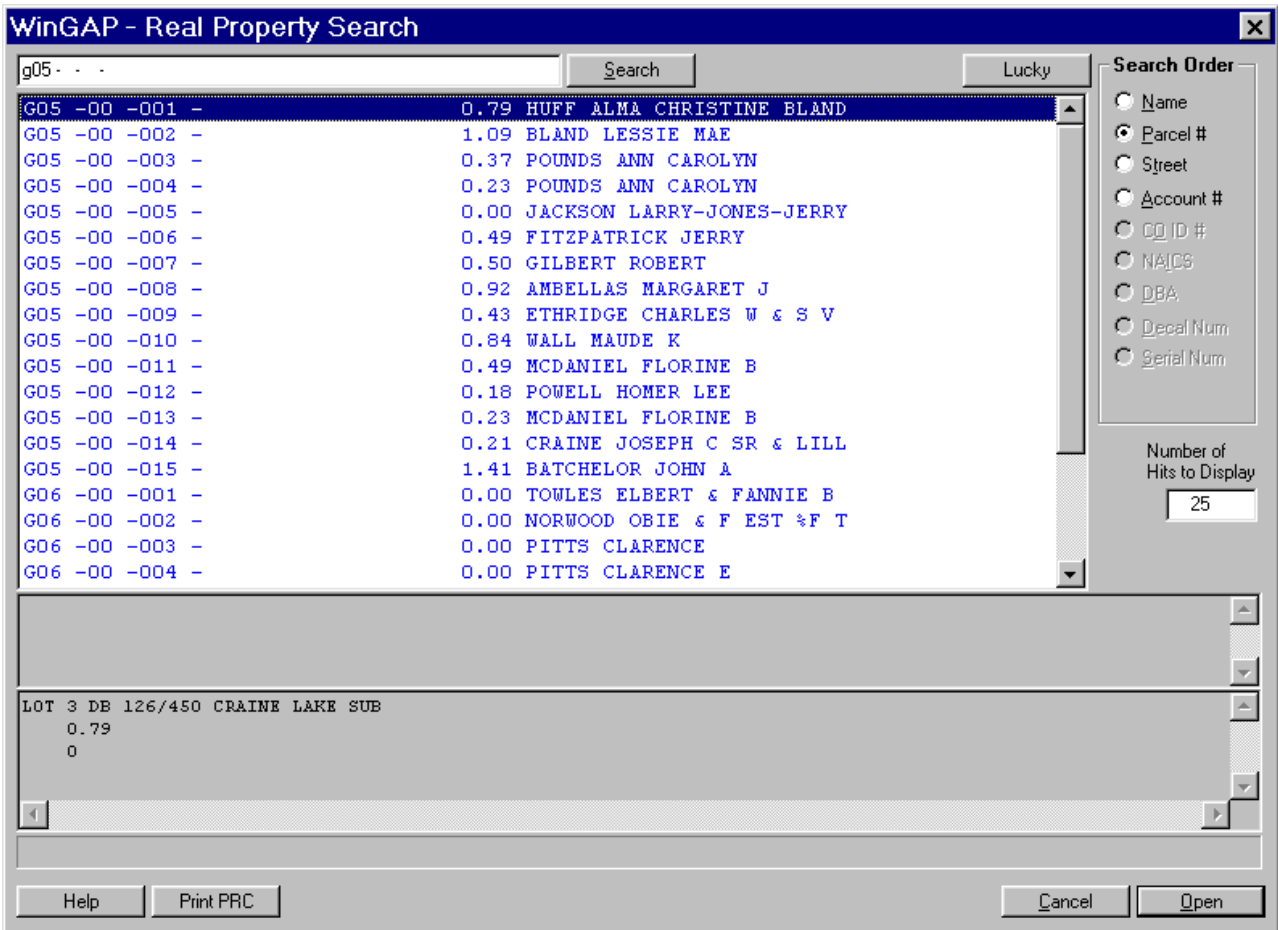
To locate Real Property by a specific Parcel Number, say "G01 -00 -010 -", the entire Parcel Number should be keyed into the Search field. The user must be careful while keying the Parcel Number that the dashes and any spaces in the Search Field are the same as in the Parcel Number format for that County. If the Parcel Number has letters in it, the letter can be keyed in either upper or lower case; case does not matter in WinGAP. After clicking the Search Button(or using the "hot-key" combination of Alt+S), the desired record should appear at the top of the Real Property Information List Box, followed by other Real Property records in ascending Parcel Number order, as seen below. Again, the number of records that display will depend upon the Number of Hits to Display value.
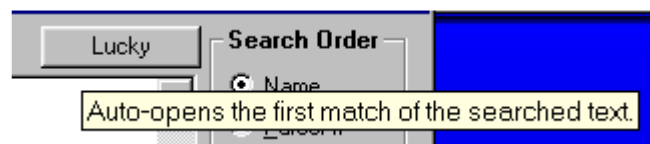
Various short-cuts with Parcel Numbers can be used to find Real Property records. For example, if the user wishes to see all of the records on Map "G05", the number **G05** can be keyed in the proper place in the Search Field. Clicking the Search Button will display all Real Property records with that Map Number in the County, up to the default Number of Hits to Display value, as seen below. If there are more records on Map "005" than those displayed in the Real Property Information List Box, and the user wishes to see all of them, the default Number of Hits to Display value can be increased to a number suitable to display all of the Real Property records (the Search Button must be clicked again after changing the value).
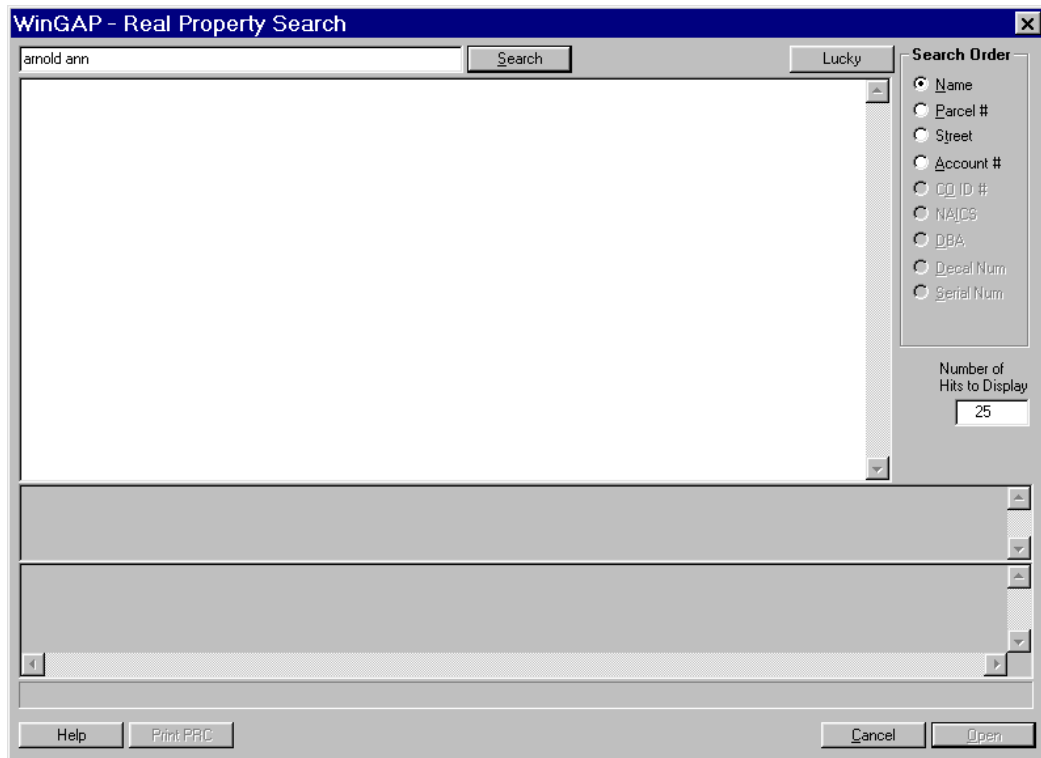

Finally, when in Parcel Number Search Order, the user can search from the beginning of all Map/Parcel Numbers by clicking on the blank Search Field.
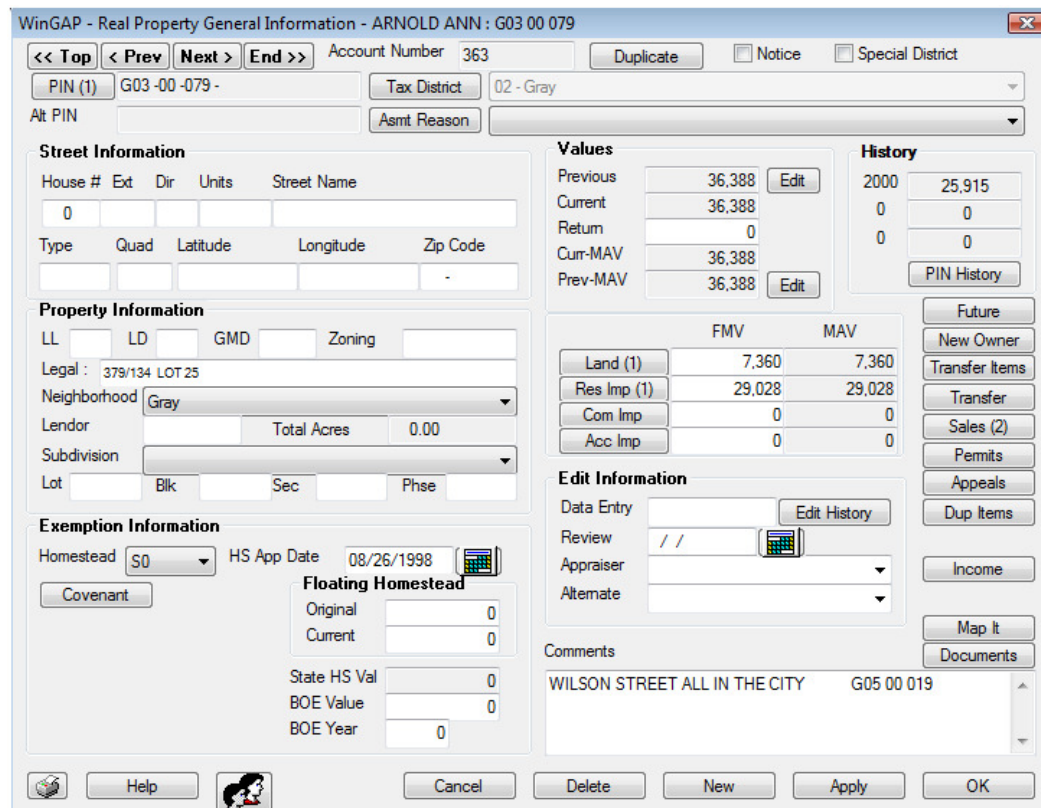
The Lucky Button

The Lucky Button, located to the right of the Search Button, allows the user to perform both a search AND open the first record that meets the criteria keyed in the Search field. If the user places the mouse cursor on the Lucky Button, a "tool tip" will appear:

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For example, the user wants to look at the Real Property record for Ann Arnold. After keying the name in the Search field, shown below, the user can click the Lucky Button and be taken directly to the Real Property record for that property owner, also shown below.

When using the Lucky Button, the criteria keyed into the search field must exactly match that of the desired record. Otherwise, the user will be taken to the record that is closest to matching the criteria keyed into the Search field.

Name Search

The Search Order for Real Property records can be changed to Name Order by clicking on the Name Radio Button in the Search Order section of the Real Property Search Form. How the Name is keyed into the Search field will depend upon how the County manages the Name information in the Owner's database. Names in WinGAP can be keyed on the Owner Information Form in either the Last Name-First Name-Middle Initial fields, or in the Corporate Name field. An owner of Real Property cannot have names in both places. Any name keyed in the Corporate Name field on the Owner Information Form will supersede the names keyed in the Last Name-First Name-Middle Initial fields. One County may prefer to reserve the Corporate Name field for Businesses and Corporations, and use the Last Name-First Name-Middle Initial fields for all other owners; another County may prefer to use the Corporate Name field for ALL owners; a third may prefer to use the Last Name-First Name-Middle Initial fields for ALL owners. It is entirely a local matter. Most WinGAP counties use the Corporate Name field for ALL owners.

If the user is looking for a Real Property owner's name that is located in the Last Name-First Name-Middle Initial fields, the name MUST be keyed as follows in this example: **smith, cathie**; the comma is mandatory if the Last Name-First Name-Middle Initial fields are used. If the Real Property owner's name is found in the Corporate Name field, the name is keyed as it was entered in that field: **smith cathie**, as in the example below; no comma is used in the Search field for a Corporate Name.

As mentioned earlier under Parcel Number Search, case does not matter in WinGAP. Information on the Owner Information Form can be entered in "proper" case, such as **Smith Cathie**, or in all capital letters, such as **SMITH CATHIE**. Again, it is entirely a local matter. When searching for Real Property owner information, case also does not matter as far as how the Real Property owner's name is keyed in the Search Field: proper, upper, or lower case will all yield the same result.

Once a Real Property owner's name is keyed in the Search Field, the user should click on the Search Button to the right of the field. If an entire name was keyed and found, the Real Property record(s) for that owner will display at the top of the Real Property Information List Box, along with other Real Property records in descending alphabetical name order, as seen below. If the keyed name is not found, Real Property records with the owner's name nearest to the name keyed will display in descending alphabetical order. The number of records that display will depend upon the Number of Hits to Display value.

Various short-cuts with the names of Real Property owners can be used to find owners of Real Property. For example, if the user wishes to see all of the owners with the Last Name of Smith that own Real Property, the name **Smith** can be keyed in the Search Field. Clicking the Search Button will display the Real Property records with owners of the Last Name or Corporate Name of Smith in the County, as seen below. Names keyed in the Last Name-First Name-Middle Initial fields will display ahead of names keyed in the Corporate Name field. Again, the number of records that display will depend upon the Number of Hits to Display value. If there are more Smiths than those displayed in the Real Property Information List Box, and the user wishes to view all of the Smiths, the default Number of Hits to Display value can be increased to a number suitable to display all of the Smiths (the Search Button must be clicked again after changing the value).

Another short-cut with Name Order searches is to key the beginning part of a Real Property owner's name in the Search Field to find matching owners of Real Property records. For example, the letters **Bar** can be keyed to display all Real Property records whose owner's Last Name or Corporate Name begins with the letters "Bar".

Finally, when in Name Search Order, the user can search from the beginning of the alphabet by clicking on the blank Search Field.

Street Search

The Search Order for Real Property records can be changed to Street Name and Number Order by clicking on the Street radio button in the Search Order section of the Real Property Search Form. The beginning part or all of the Street Name, without the Street Number if desired, can be keyed in the Search Field to locate Real Property records. For example, the letters **baker** can be keyed to display all Real Property records that have Street Names beginning with the letters "baker", as shown on the next page.

WinGAP - Real Property Search

baker | Search | Lucky

Search Order:
- ○ Name
- ○ Parcel #
- ● Street
- ○ Account #
- ○ CO ID #
- ○ NAICS
- ○ DBA
- ○ Decal Num
- ○ Serial Num

BAKER RD	208	R	J64B-00 -033 -
BAKER ROAD	221	R	J64B-00 -079 -
BARRON COURT	115	R	J51 -00 -079 -
BARRON COURT	137	R	J51 -00 -075 -
BARRON CT	131	R	J51 -00 -077 -
BARRON RUSSELL RD	146	R	J14 -00 -045 -
BATEMAN	149	R	J38 -00 -065 -
BATEMAN	174	R	J45 -00 -210 -
BATEMAN LANE	0	R	J45 -00 -221 -
BATEMAN LANE	106	R	J45A-00 -056 -
BATEMAN LANE	126	R	J45 -00 -239 -
BATEMAN LANE	141	R	J45 -00 -211 -
BATEMAN LANE	142	R	J45 -00 -222 -
BATEMAN LANE	186	R	J45 -00 -212 -
BEAVER CREEK DR	164	R	J46 -00 -138 -
BEAVER CREEK DRIVE	127	R	J46 -00 -142 -
BETHLEHEM CHURCH RD	630	R	J62 -00 -016A-
BETHUNE	3291	R	M08C-00 -028 -
BETHUNE AVE	0	R	M07A-00 -054 -

Number of Hits to Display: 25

Help | Print PRC | Cancel | Open

If a specific Street Name and Number is desired, this is keyed into the Search field by keying the Street Name first, followed by a comma, then the Street Number, as shown below.

WinGAP - Real Property Search

chambers,278 | Search | Lucky

Search Order:
- ○ Name
- ○ Parcel #
- ● Street
- ○ Account #
- ○ CO ID #
- ○ NAICS
- ○ DBA
- ○ Decal Num
- ○ Serial Num

CHAMBERS RD	278	R	J54 -00 -064 -
CHAMBERS RD	557	R	J54 -00 -050 -
CHAMPION DR	3603	R	J64C-00 -022 -
CHAPEL HILL CIR	153	R	J59A-00 -119 -
CHAPEL HILL CIR	1080	R	J59A-00 -120 -
CHAPION DR	3678	R	J64C-00 -156 -
CHAPMAN CROSSING	228	R	J65A-00 -050 -
CHAPMAN CROSSING	264	R	J65A-00 -055 -
CHAPMAN CROSSING	266	R	J65A-00 -056 -
CHAPMAN CROSSING CT	208	R	J65A-00 -046 -
CHAPMAN CROSSING CT	233	R	J65A-00 -060 -
CHAPMAN CROSSING CT	235	R	J65A-00 -061 -
CHAPMAN CROSSING CT	246	R	J65A-00 -053 -
CHAPMAN DR	852	R	J59A-00 -208 -
CHAPMAN DR	1000	R	J58 -00 -094C-
CHAPMAN RD	465	R	J59A-00 -080 -
CHAPMAN RD	705	R	J65A-00 -008 -
CHAPMAN ROAD	623	R	J65A-00 -038 -
CHAPMAN ROAD	822	R	M05 -00 -078 -

Number of Hits to Display: 25

Name: ROBERTSON JOHN A JR & CAR | PIN: J43A00 186 | Class: R | Totalacres: 0.00
Mailing Address:
163 CAMELOT DR | GRAY GA 31032
Legal Desc: 160/607 PLAT 2/283 LT 7 CAMELOT SUB

Help | Print PRC | Cancel | Open

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For the street lookup to work properly, the Street Name, such as "Chambers", should be keyed in the Street Name field on the Real Property General Information Form, and the Street Type, such as "RD" for "Road", keyed into the Type field on the Real Property General Information Form.

Finally, when in Street Search Order, the user can also search from the beginning of the alphabet for Street Names by clicking on the blank Search Field.

Account Number Search

The Search Order for Real Property records can be changed to Account Number Order by clicking on the Account # radio button in the Search Order section of the Real Property Search Form. The Account Number for Real Property records is the same as the WinGAP assigned Real Key number. To locate Real Property by a specific Account Number, say "1515", the entire Account Number, **1515**, should be keyed into the Search field, as shown below. After clicking the Search Button, the desired record should appear at the top of the Real Property Information List Box, followed by other Real Property records in ascending Account Number order. Again, the number of records that display will depend upon the Number of Hits to Display value.

Also, when in Account Number Search Order, the user can search from the beginning of all Account Numbers by clicking on the blank Search Field.

Real Property Information List Box

The information that is displayed in the Real Property Information List Box varies depending upon which Search Order is used.

    If the default Parcel Number Search Order is used, the Parcel Number, Total Acres, and Owner's
    Name are displayed, left to right.
    If Name Order is used, only the Real Property owner's name is displayed.

If Street Name Search Order is used, the Street Name, House Number, Type of Property ("R" for Real), and Map/Parcel Number are displayed, left to right.

If Account Number Search Order is used, the Account Number, Map/Parcel Number, Total Acres, and Legal Description are displayed, left to right.

Additional information about this Real Property record, such as the Owner's Address and Parcel Number(s), can be viewed by clicking on the record. This information is displayed in the text box on the bottom of the Real Property Search form, as shown below. The information that is displayed will depend upon the search order used.

The information that displays in the list box at the bottom of the Real Property Search Form will also display in a "tool tip", which can be seen by clicking on any record in the list box, as seen on the next page.

The user can move up and down in the Real Property Information List Box by using the Up and Down Arrow keys and the Page Up and Page Down keys. The Home key will take the user to the top of the List Box, the End key to the bottom. The mouse can also be used to scroll up and down in the List Box.

Number of Hits to Display Field

The default Number of Hits to Display on any Search Form in WinGAP is 25. If Logins are not enabled, each user in WinGAP can temporarily change the number of Owner records that will be displayed when searching on that particular Form, if desired, by clicking in the Number of Hits to Display field and keying the desired number. When the user leaves that Form, the default number will revert back to 25.

If Logins are enabled in **Tools >> Preferences**, the Default Number of Hits to Display can be changed for each user in two different places. The first one is located in **Tools >> Password Administration** (see the Tools >> Password Administration section in this manual for instructions). The second location where the default Number of Hits to Display can be changed is on any of the Search Forms. When the user clicks Cancel to leave the one of these Search Forms, AFTER changing the Default Number of Hits to Display value and performing a search using this new value, WinGAP will display the message shown below.

If the new number, in this case 100, is to be the new default, the user should click the Yes Button (or hit Enter or Alt+Y) and the Number of Hits to Display for this user will be set as the default for that user in **Tools >> Password Administration**, as the message below indicates.

```
WinGAP - Owner Search                    [X]

  (i)    Defaults updated successfully!

              [    OK    ]
```

Multiple Owners

At the Bottom of the Real Property Search Form is the Multiple Owners List Box. If a Real Property parcel has any Multiple Owners keyed on the Owner Information Form, they will be listed here, as seen below.

```
WinGAP - Real Property Search                                                [X]
[aaron                            ]  [ Search ]          [ Lucky ]  ┌Search Order┐
AARON GRADY & MICHELLE                                      ▲        (•) Name
AARON HYACINTH                                                       ( ) Parcel #
AARON INGRID C                                                       ( ) Street
AARON SHAREE                                                         ( ) Account #
ABERCROMBIE THOMAS R                                                 ( ) CO ID #
ABIORO RAFIU & DAMIANA                                               ( ) NAICS
ABLE PATTI                                                           ( ) DBA
ABNEY BRYANT E & JAN M                                               ( ) Decal Num
ABNEY KIMBERLY S &                                                  ( ) Serial Num
ABNEY LUTHER D SR
ABNEY SUSAN C
ABNEY TERRI DIANE
ACE HARDWARE OF GRAY INC
ACHI, V WILLIAM CHARLES                                            Number of
ACOCELLA JULIE M                                                   Hits to Display
ACOELLA TAMARA B & FRANK                                             [   25  ]
ADAMAR LESHIA
ADAMS ALMA FAYE
ADAMS ARINE M                                              ▼

Aaron, Ronald; Aaron, Gregg                                        ▲
                                                                  ▼

116 LEE RD                    | MACON, GA31217                    ▲
J69 00 083A       {S1   } | |      0              |      0.66
                                                                  ▼
◄                                                                 ►

[ Help ]  [ Print PRC ]                           [ Cancel ]  [ Open ]
```

Open and Cancel Buttons

Once a Real Property record is located in the Real Property Information List Box and highlighted, the user can open the Real Property General Information Form for that record, as seen on the next page, by clicking the **Open** Button. (The Real Property record can also be opened by pressing Enter after the desired record is selected in the List Box, double-clicking on the record, or pressing Alt+O). The **Cancel** Button can be clicked, or Alt+C pressed, to abort any searches and return to the Main WinGAP Window.

WinGAP - Real Property General Information - AARON SHAREE : J69 00 083A

| << Top | < Prev | Next > | End >> | Account Number | 11285 | Duplicate | ☐ Notice | ☐ Special District |

PIN (1) J69 -00 -083A-   Tax District 01 - Unincorporated

Alt PIN   Asmt Reason

Street Information

House # Ext Dir Units Street Name

0

Type Quad Latitude Longitude Zip Code

-

Property Information

LL 45   LD 7   GMD   Zoning

Legal : 354/442 LOT 2 14/100 BERRY HLL EX

Neighborhood

Lendor   Total Acres   0.66

Subdivision

Lot   Blk   Sec   Phse

Exemption Information

Homestead S1   HS App Date   / /

Covenant

Floating Homestead

Original   0
Current   0

State HS Val   0
BOE Value   0
BOE Year   0

Values

Previous	92,292	Edit
Current	92,292	
Return	0	
Curr-MAV	92,292	
Prev-MAV	92,292	Edit

History

2000	102,469
0	0
0	0

PIN History

	FMV	MAV
Land (1)	3,300	3,300
Res Imp (1)	88,992	88,992
Com Imp	0	0
Acc Imp	0	0

Edit Information

Data Entry   Edit History
Review   04/06/1998
Appraiser
Alternate

Comments

Future
New Owner
Transfer Items
Transfer
Sales (1)
Permits
Appeals
Dup Items

Income

Map It
Documents

| Help | Cancel | Delete | New | Apply | OK |

Personal Property Search Form

The Personal Property Search Form is used to locate Personal Property accounts. The Form can be reached by one of two methods:

      a)   by clicking on the Personal Button on the WinGAP Toolbar;
      b)   by clicking on Property Maintenance on the WinGAP Menu Bar, then Personal, then Search;
      c)   by keying the "hot-key" combination of Ctrl + Shift + P.

The Personal Property Search Form is discussed in the WinGAP Personal Property Manual.

Prebill Mobile Homes Search Form

The Prebill Mobile Home Search Form is used to locate Prebill Mobile Home records. The Search Form can be reached by either of two methods:

  1) by clicking on the Prebill MH Button on the WinGAP Toolbar;
  2) by clicking on Property Maintenance on the WinGAP Menu Bar, then Manufactured Housing, then Prebill.

The Prebill Mobile Home Search Form is divided into several sections. At the top of the Form is the **Search** Field, where, depending upon the Search Order, the Prebill Mobile Home owner's name, parcel number, or other criteria is keyed. Beneath the Search field is the **Prebill Mobile Home Information** List Box where Prebill Mobile Home records whose owner's names, parcel numbers, or other criteria that most closely match that keyed into the Search Field will be displayed. On the upper right of the Form is the **Search Order** section, where the default Search Order (Name) can be changed by clicking any of the other Radio Buttons. Beneath the Search Order section is the **Number of Hits to Display** field which contains the default number of Prebill Mobile Home records that will be displayed in the Prebill Mobile Home Information List Box. This default value can be temporarily changed, if necessary (and if Logins are enabled, set as a default for that user). The large gray panel beneath the Prebill Mobile Home Owner Information List Box is the **Multiple Owners** List Box, where the names of Multiple Owners of a Prebill Mobile Home will be displayed.

The Help Button can be clicked to display Help Information about the Real Property Search Form.

Finally, the **Open** and **Cancel** Buttons allow the user to Open the desired Prebill Mobile Home record or Cancel the search procedure.

Search Field

NOTE: Before keying any search information in the Search Field, the user should be sure that the Cursor is at the far left of the field. Not doing this will in most cases produce incorrect information.

Name Search

What the user keys into the Search field is first determined by the Search Order. <u>The default for the Prebill Mobile Home Search Form is Name Order</u>. How the Name is keyed into the Search field will depend upon how the County manages the Name information in the Owner's database. Names in WinGAP can be keyed on the Owner Information Form in either the Last Name-First Name-Middle Initial fields, or in the Corporate Name field. An owner of a Prebill Mobile Home cannot have names in both places. Any name keyed in the Corporate Name field on the Owner Information Form will supersede the names keyed in the Last Name-First Name-Middle Initial fields; it fact, any names entered in the Last Name-First Name-Middle Initial fields will be removed by WinGAP on the Form. One County may prefer to reserve the Corporate Name field for Businesses and Corporations, and use the Last Name-First Name-Middle Initial fields for all other owners; another County may prefer to use the Corporate Name field for ALL owners; a third may prefer to use the Last Name-First Name-Middle Initial fields for ALL owners. It is entirely a local matter.

If the user is looking for a Prebill Mobile Home owner's name that is located in the Last Name-First Name-Middle Initial fields, the name MUST be keyed as follows in this example: **Banks, Moses**; <u>the comma is mandatory if the Last Name-First Name-Middle Initial fields are used</u>. If the Prebill Mobile Home owner's name is found in the Corporate Name field, the name is keyed as it was entered in that field: **Banks Moses**, as in the example below; <u>no comma is used in the Search field for a Corporate Name, unless the comma was keyed as part of the name, and it is strongly recommended that commas NOT be keyed in the Corporate Name field</u>.

<u>Case does not matter in WinGAP</u>. Information on the Owner Information Form can be entered in "proper" case, such as **Banks Moses**, or in all capital letters, such as **BANKS MOSES**. Again, it is entirely a local matter. When searching for Prebill Mobile Home owner information, case also does not matter as far as how the Prebill Mobile Home owner's name is keyed in the Search Field: proper, upper, or lower case will all yield the same result.

Once a Prebill Mobile Home owner's name is keyed in the Search Field, the user should click on the Search Button to the right of the field (or use the "hot-key" combination of Alt-S). If an entire name was keyed and found, the Prebill Mobile Home record(s) for that owner will display at the top of the Prebill Mobile Home Information List Box, along with other Prebill Mobile Home records in descending alphabetical name order, as shown below.

If the keyed name is not found, Prebill Mobile Home records with the owner's name nearest to the name keyed will display in descending alphabetical order. The number of records that display will depend upon the Number of Hits to Display value.

Various short-cuts with the names of Prebill Mobile Home owners can be used to find owners of Prebilled Mobile Homes. For example, if the user wishes to see all of the owners with the Last Name of Smith that own Prebilled Mobile Homes, the name **smith** can be keyed in the Search Field. Clicking the Search Button will display the Prebill Mobile Home records with owners of the Last Name or Corporate Name of Smith in the County, as shown below.

Names keyed in the Last Name-First Name-Middle Initial fields will display ahead of names keyed in the Corporate Name field. Again, the number of records that display will depend upon the Number of Hits to Display value. If there are more Smiths than those displayed in the Prebill Mobile Home Information List Box, and the user wishes to view all of the Smiths, the default Number of Hits to Display value can be increased to a number suitable to display all of the Smiths (the Search Button must be clicked again after changing the value).

Another short-cut with Name Order searches is to key the beginning part of a Prebill Mobile Home owner's name in the Search Field to find matching owners of Prebill Mobile Home records. For example, the letters **Bar** can be keyed to display all Prebill Mobile Home records whose owner's Last Name or Corporate Name begins with the letters "Bar".

Finally, when in Name Search Order, the user can search from the beginning of the alphabet by clicking on the blank Search Field.

The Lucky Button

The Lucky Button, located to the right of the Search Button, allows the user to perform both a search AND open the first record that meets the criteria keyed in the Search field. If the user places the mouse cursor on the Lucky Button, a "tool tip" will appear:
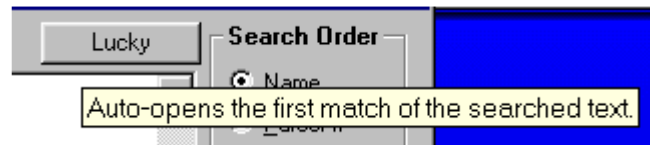
For example, the user wants to look at the Prebilled Mobile Home record for Emma Smith. After keying the name in the Search field, as shown below, the user can click the Lucky Button and be taken directly to the Prebilled Mobile Home record for that Owner, shown on the next page.

When using the Lucky Button, the criteria keyed into the search field must exactly match that of the desired record. Otherwise, the user will be taken to the record that is closest to matching the criteria keyed into the Search field.

Parcel Number Search

The Search Order for Prebill Mobile Home records can be changed to Parcel Number Order by clicking on the Parcel # radio button in the Search Order section of the Prebill Mobile Home Search Form. If Parcel Number is selected as the Search Order, the Search field will contain "dashes" near the beginning of the field that represent the "breaks" in the Parcel Number between the Map Number and other segments of the Parcel Number. The number of "dashes" will depend upon the structure of the County's Parcel Number, as set up in the Parcel Number Template Field in **Tools >> Preferences**. For example, the default WinGAP Parcel Number structure is XXXX-XXX-XXXX-XXX, with a "dash" between the Map, Block, Parcel, and Sub-Parcel numbers, for a total of three "dashes". These three "dashes" would appear toward the left end of the Search Field. The Parcel Number can be customized depending upon how a County wants to structure its Parcel Number. As can be seen in the example below, this County's Parcel Number has only two "dashes" in it, separating the Map, Parcel, and Sub-Parcel numbers.

To locate Prebill Mobile Home records by a specific Parcel Number, say "G04 -00 -236 -", the entire Parcel Number can be keyed into the Search field. The user must be careful while keying the Parcel Number that the dashes and any spaces in the Search Field are the same as in the Parcel Number. If the Parcel Number has letters in it, the letter can be keyed in either upper or lower case, as case does not matter in WinGAP. After clicking the Search Button the desired record should appear at the top of the Prebill Mobile Home Information List Box, followed by other Prebill Mobile Home records in ascending Parcel Number order, as shown on the next page. Again, the number of records that display will depend upon the Number of Hits to Display value.

Various short-cuts with Parcel Numbers can be used to find Prebill Mobile Home records. For example, if the user wishes to see all of the records on Map "J11", the number **j11** can be keyed in the proper place in the Search Field. Clicking the Search Button will display all Prebill Mobile Home records with that Map Number in the County, up to the default Number of Hits to Display value, as shown below.

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If there are more records on Map "J11" than those displayed in the Prebill Mobile Home Information List Box, and the user wishes to see all of them, the default Number of Hits to Display value can be increased to a number suitable to display all of the Prebill Mobile Home records (the Search Button must be clicked again after changing the value).

Finally, when in Parcel Number Search Order, the user can search from the beginning of Map/Parcel Numbers by clicking on the blank Search Field.

Street Search

The Search Order for Prebill Mobile Home records can be changed to Street Name and Number Order by clicking on the Street radio button in the Search Order section of the Prebill Mobile Homes Search Form. The beginning part or all of the Street Name, without the Street Number if desired, can be keyed in the Search Field to locate Prebill Mobile Home records. For example, the letters **Brown** can be keyed to display all Prebill Mobile Home records that have Street Names beginning with the letters "Brown", as shown below.

If a specific Street Name and Number is desired, this is keyed into the Search field by keying the Street Name first, followed by a comma, then the Street Number, as shown on the next page.

In the above example, "Jeanette" is the Street Name for the first record that is displayed in the List Box. The record immediately beneath this record has "Jeanette Drive" as its Street Name. For this record, "Drive" should have been keyed into the Street Type field on the Prebill Mobile Homes General Information Form; instead, "Drive" was keyed into Street Name field as part of the Street Name.

Finally, when in Street Name Search, the user can also search from the beginning of the alphabet for Street Names by clicking on the blank Search Field.

Account Number Search

The Search Order for Prebill Mobile Home records can be changed to Account Number Order by clicking on the Account # radio button in the Search Order section of the Prebill Mobile Home Search Form. The Account Number for Prebill Mobile Homes is the same as the WinGAP Key Number for Mobile Homes. To locate Prebill Mobile Homes by a specific Account Number, say "2000", the entire Account Number, **2000**, should be keyed into the Search field. After clicking the Search Button, the desired record should appear at the top of the Prebill Mobile Homes Information List Box, followed by other Prebill Mobile Home records in ascending Account Number order, as shown below. Again, the number of records that display will depend upon the Number of Hits to Display value.

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WinGAP - PreBill Mobile Home Search

			Search			Lucky	Search Order

2000

```
2000 14x70 HOMESTEAD UNKNOWN 1987              2000
2001 14x70 SPRITE UNKNOWN 1983                 2001
2002 12x60 REDMAN UNKNOWN 1965                 2002
2003 10x50 ANCHOR UNKNOWN 1971                 2003
2004 14x70 WALTON UNKNOWN 1985                 2004
2005 14x60 SATILLA UNKNOWN 1978                2005
2006 24x60 FLEETWOOD UNKNOWN 1976              2006
2010 12x65 ZIMMER UNKNOWN 1976                 2010
2011 12x60 ELCAR UNKNOWN 1967                  2011
2012 12x65 GOVERNOR UNKNOWN 1973               2012
2013 12x33 AMERICAN UNKNOWN 1969               2013
2016 14x76 FLEETWOOD UNKNOWN 1987              2016
2017 14x68 PEACHSTATE  1987                    2017
2018 12x70 AMERICAN UNKNOWN 1969               2018
2019 14x48 HORTON UNKNOWN 1986                 2019
2020 24x40 SUMMIT UNKNOWN 1986                 2020
2021 24x50 UNKNOWN UNKNOWN 1983                2021
2022 24x48 HORTON UNKNOWN 1986                 2022
2023 12x60 FLEETWOOD UNKNOWN 1969              2023
```

Search Order
- ○ Name
- ○ Parcel #
- ○ Street
- ● Account #
- ○ CO ID #
- ○ NAICS
- ○ DBA
- ○ Decal Num
- ○ Serial Num

Number of
Hits to Display

25

Help   Cancel   Open

Finally, when in Account Number Search Order, the user can search from the beginning of all Account Numbers by clicking on the blank Search Field.

Decal Number Search

The Search Order for Prebill Mobile Home records can be changed to Decal Number Order by clicking on the Decal Num radio button in the Search Order section of the Prebill Mobile Homes Search Form. To locate Prebill Mobile Homes by a specific Decal Number, say "000020", the entire Decal Number should be keyed into the Search field. After clicking the Search Button, the desired record should appear at the top of the Prebill Mobile Homes Information List Box, followed by other Prebill Mobile Home records in ascending Decal Number order, as shown on the next page. Again, the number of records that display will depend upon the Number of Hits to Display value.

The beginning part of the Decal Number, if desired, can be keyed in the Search Field to locate Prebill Mobile Home records. For example, the number **1** can be keyed to display all Prebill Mobile Home records that have Decal Numbers beginning with the number "1", as shown below.

Finally, when in Decal Number Search Order, the user can search from the beginning of all Account Numbers by clicking on the blank Search Field.

Serial Number Search

The Search Order for Prebill Mobile Home records can be changed to Serial Number Order by clicking on the Serial Num radio button in the Search Order section of the Prebill Mobile Homes Search Form. To locate Prebill Mobile Homes by a specific Serial Number, say **01962**, the entire Serial Number should be keyed into the Search field. After clicking the Search Button, the desired record should appear at the top of the Prebill Mobile Homes Information List Box, followed by other Prebill Mobile Home records in ascending Serial Number order, as shown below. Again, the number of records that display will depend upon the Number of Hits to Display value.

The beginning part of the Serial Number, if desired, can be keyed in the Search Field to locate Prebill Mobile Home records. For example, the letter **b** can be keyed to display all Prebill Mobile Home records that have Serial Numbers beginning with the letter "B", as shown on the next page.

WinGAP - PreBill Mobile Home Search

Serial Number	Owner	
B34305AB	COLVIN ALETHA	1938
B4BP850214	HILL JANIE	1540
BGI8612024	JOYNER FELTON R	1968
BM10081AB	SASSER WALLEY	648
BM10096	FOOTS B JESSIE	764
BM13422AB	SEA GLYNN A	543
BM14101	FOREMAN WILLIE	976
BM14428	RICHARDSON JOYCE	865
BM1658	BAILEY RUFUS	736
BM1921	REESE WALLACE	900
BM4247	FOREHAND JOHN D	1824
BM6190	HENDLEY ARLENE	640
BM8780	JOHNSON MORRIS JR	518
BM9043	DUGGAN CLIFFORD	574
BM9745	OGLESBY ANNIE	1941
BR50101010594	TOBY CHARLIE	947
CHAL0523	BURNS ERNEST	1613
CV01AL0256575AB	JEFF SHIRLEY	2056
CWP005119TN	ALTMAN GENEVA	1355

Search Order
- ○ Name
- ○ Parcel #
- ○ Street
- ○ Account #
- ○ CO ID #
- ○ NAICS
- ○ DBA
- ○ Decal Num
- ● Serial Num

Number of Hits to Display

25

Help   Cancel   Open

Finally, when in Serial Number Search Order, the user can search from the beginning of all Serial Numbers by clicking on the blank Search Field.

Prebill Mobile Home Information List Box

The information that is displayed in the Prebill Mobile Home Information List Box varies depending upon which Search Order is used.

> If Name Order is used, the Prebill Mobile Home owner's name, House Number, Street Name, Street Type, Park Name, and Lot Number are displayed, left to right.

> If Parcel Number Search Order is used, the Parcel Number, Lot Number, and Owner's Name are displayed, left to right.

> If Street Name Search Order is used, the Street Name, Street Type, Street Direction, Street Number, Street Extension, Type of Property ("M" for Mobile Home), Lot Number, and Mobile Home Key are displayed, left to right.

> If Account Number Search Order is used, the Mobile Home Key, Mobile Home Size, Manufacturer and Model, Year Built, and Mobile Home Key are displayed, left to right.

> If Decal Number Search Order is used, the Decal Number, Decal Year, Owner's Name, and Mobile Home Key are displayed, left to right.

> If Serial Number Search Order is used, the Serial Number, Owner's Name, and Mobile Home Key are displayed, left to right.

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Additional information about a Prebill Mobile Home record can be displayed by clicking on a record in the List Box. The information will display in the text box located on the bottom of the Prebill Mobile Homes Search Form, as seen below. The information that is displayed will depend upon the search order used.

The information that displays in the list box at the bottom of the Prebill Mobile Homes Search Form will also display in a "tool tip", which can be seen by clicking on any record in the list box, as seen below.

The user can move up and down in the Prebill Mobile Home Information List Box by using the Up and Down Arrow keys and the Page Up and Page Down keys. The Home key will take the user to the top of the List Box, the End key to the bottom. The mouse can also be used to scroll up and down in the List Box.
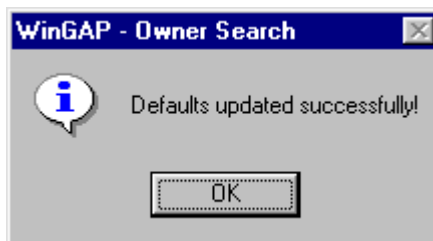
Number of Hits to Display Field

The default Number of Hits to Display on any Search Form in WinGAP is 25. If Logins are not enabled, each user in WinGAP can temporarily change the number of Owner records that will be displayed when searching on that particular Form, if desired, by clicking in the Number of Hits to Display field and keying the desired number. When the user leaves that Form, the default number will revert back to 25.

If Logins are enabled in **Tools >> Preferences**, the Default Number of Hits to Display can be changed for each user in two different places. The first one is located in **Tools >> Password Administration** (see the Tools >> Password Administration section in this manual for instructions). The second location where the default Number of Hits to Display can be changed is on any of the Search Forms. When the user clicks Cancel to leave the one of these Search Forms, AFTER changing the Default Number of Hits to Display value and performing a search using this new value, WinGAP will display the message shown below.

If the new number, in this case 100, is to be the new default, the user should click the Yes Button (or hit Enter or Alt+Y) and the Number of Hits to Display for this user will be set as the default for that user in **Tools >> Password Administration**, as the message below indicates.

Multiple Owners List Box

At the Bottom of the Prebilled Mobile Homes Search Form is the Multiple Owners List Box. If a Prebill Mobile Home has any Multiple Owners keyed on the Owner Information Form, they will be listed here, as seen on the next page.

Open and Cancel Buttons

Once a Prebill Mobile Homes record is located in the Prebill Mobile Homes Information List Box and highlighted, the user can open the Prebill Mobile Homes General Information Form for that record, as seen on the next page, by clicking the **Open** Button. (The Prebill Mobile Homes record can also be opened by pressing Enter after the desired record is selected in the List Box, double-clicking on the record, or pressing Alt+O). The **Cancel** Button can be clicked, or Alt+C pressed, to abort any searches and return to the Main WinGAP Window.

WinGAP - Manufactured Housing - ADAMS DAVID & BETTY : 1 of 1

MH   Key : 3054 - 1998 32 x 52 Bellcrest   Unknc ▼   PIN J52 -00 -114 -
Appraiser   ▼   Key 3054
Review Date / /   [🖩]

Improvement Information

Mfg   Bellcrest ▼   Story Height 1 Story ▼
Model   Unknown ▼   Decal Yr   Decal No
Class   Good ▼   Serial No
Year Model 1998   Purch Price   0
Eff Yr Blt   ☐ Exempt   Yr Purchased
Size   32 x 52   ☐ Tip Out   [Transfer]
Size   0 x 0 = 0   Adj 0.00   [Transfer to Homestead]

Depreciation

Condition Good ▼
Calc Dep   0.92
Ovr Dep   0.00
Func Obs   1.00
Econ Obs   1.00

[Appeals]
[Photo]
[No Sketch]
[Documents]
[Edit History]

Characteristics

Ext Wall   Vinyl ▼   Heat/Air   Central Heat/AC ▼   Full Baths 2
Roofing   Asphalt Shingle ▼ Fireplace ▼   Half Baths 0
Foundation Other ▼   Bedrooms   0   Single Fixt 0

Values

RCN   40,568   [MAV]
NADA   0   ☐
MH Calc   37,323 ☑   35,294
MH Ovr   0
Add-Ons   19   0
Total   37,342   0
Last Calc 35,313

Previous Values

Prev Box   0   Prev Addon   0   Total Previous   0

Location Info

House No   0   Ext   Direction
Street
St Type   Quad
Park   Lot No
Tax District 01 - Unincorporated ▼

Comments

GENE RUSSELLS PROP

[Cancel] [New] [Delete] [Apply] [OK]

Sales Search Form

The Sales Search Form is used to quickly locate sales of Real Property. It is the only Search Form that cannot be reached from the WinGAP Tool Bar. The Form can be reached by clicking on Property Maintenance on the WinGAP Menu Bar, then Real, then Sales.

The Sales Search Form is divided into several sections. At the top of the Form is the **Search** Field, where, depending upon the Search Order, the Real Property owner's name, parcel number, or account number (real key) is keyed. Beneath the Search field is the **Real Property** List Box where Real Property records, or Parcels, whose parcel numbers, owner's names, or account numbers that most closely match that keyed into the Search Field will be displayed. On the upper right of the Form is the **Search Order** section, where the default Search Order (Parcel Number) can be changed by clicking any of the other Radio Buttons. Beneath the Search Order section is the **Number of Hits to Display** field which contains the default number of Real Property records that will be displayed in the Real Property List Box. This default value can be temporarily changed, if necessary (and if Logins are enabled, set as a default for that user). The large gray panel beneath the Real Property List Box is the **Multiple Owners** List Box, where the names of Multiple Owners of a Parcel will be displayed. Finally, the **Open** and **Cancel** Buttons allow the user to Open the desired Real Property record or Cancel the search procedure.

Search Field

NOTE: Before keying any search information in the Search Field, the user should be sure that the Cursor is at the far left of the field. Not doing this will in most cases produce incorrect information.
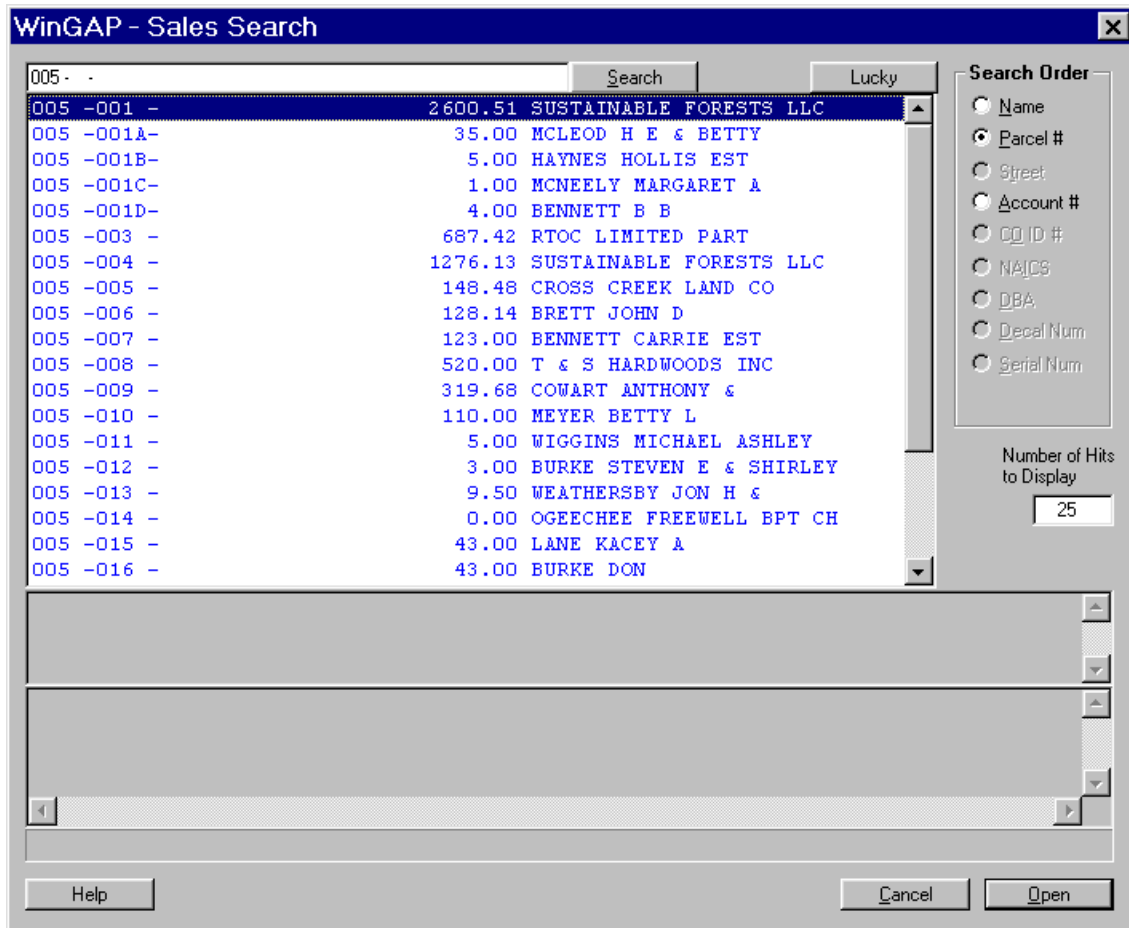
Parcel Number Search

What the user keys into the Search field is first determined by the Search Order. The default for the Sales Search Form is Parcel Number Order. If Parcel Number is selected as the Search Order, the Search field will contain "dashes" near the beginning of the field that represent the "breaks" in the Parcel Number between the Map Number and other segments of the Parcel Number. The number of "dashes" will depend upon the structure of the County's Parcel Number, as set up in the Parcel Number Template Field in **Tools >> Preferences**. For example, the default WinGAP Parcel Number structure is XXXX-XXX-XXXX-XXX, with a "dash" between the Map, Block, Parcel, and Sub-Parcel numbers, for a total of three "dashes". These three "dashes" would appear toward the left end of the Search Field. The Parcel Number can be customized depending upon how a County wants to structure its Parcel Number. As can be seen in the example below, this County's Parcel Number has only two "dashes" in it, separating the Map, Parcel, and Sub-Parcel numbers.

To locate Sales for Real Property by a specific Parcel Number, say "001 -016 -", the entire Parcel Number can be keyed into the Search field, as shown below. The user must be careful while keying the Parcel Number that the dashes and any spaces in the Search Field are the same as in the Parcel Number. After clicking the Search Button the desired record should appear at the top of the Real Property List Box, followed by other Real Property records in ascending Parcel Number order. Again, the number of records that display will depend upon the Number of Hits to Display value. If the Parcel Number has letters in it, the letter can be keyed in either upper or lower case; case does not matter in WinGAP.

Various short-cuts with Parcel Numbers can be used to find Sales for Real Property. For example, if the user wishes to see sales for all of the Real Property records on Map "005", the number **005** can be keyed in the proper place in the Search Field. Clicking the Search Button will display all Real Property records with that Map Number in the County, up to the default Number of Hits to Display value, as shown on the next page. If there are more records on Map "005" than those displayed in the Real Property List Box, and the user wishes to see all of them, the default Number of Hits to Display value can be increased to a number suitable to display all of the Real Property records (the Search Button must be clicked again after changing the value).

WinGAP - Sales Search

005 - .		Search	Lucky

005 -001 -	2600.51 SUSTAINABLE FORESTS LLC
005 -001A-	35.00 MCLEOD H E & BETTY
005 -001B-	5.00 HAYNES HOLLIS EST
005 -001C-	1.00 MCNEELY MARGARET A
005 -001D-	4.00 BENNETT B B
005 -003 -	687.42 RTOC LIMITED PART
005 -004 -	1276.13 SUSTAINABLE FORESTS LLC
005 -005 -	148.48 CROSS CREEK LAND CO
005 -006 -	128.14 BRETT JOHN D
005 -007 -	123.00 BENNETT CARRIE EST
005 -008 -	520.00 T & S HARDWOODS INC
005 -009 -	319.68 COWART ANTHONY &
005 -010 -	110.00 MEYER BETTY L
005 -011 -	5.00 WIGGINS MICHAEL ASHLEY
005 -012 -	3.00 BURKE STEVEN E & SHIRLEY
005 -013 -	9.50 WEATHERSBY JON H &
005 -014 -	0.00 OGEECHEE FREEWELL BPT CH
005 -015 -	43.00 LANE KACEY A
005 -016 -	43.00 BURKE DON

Search Order
- ○ Name
- ● Parcel #
- ○ Street
- ○ Account #
- ○ CO ID #
- ○ NAICS
- ○ DBA
- ○ Decal Num
- ○ Serial Num

Number of Hits to Display

25

Help		Cancel	Open

The Lucky Button

The Lucky Button, located to the right of the Search Button, allows the user to perform both a Sales Information search AND open the first record that meets the criteria keyed in the Search field. If the user places the mouse cursor on the Lucky Button, a "tool tip" will appear:
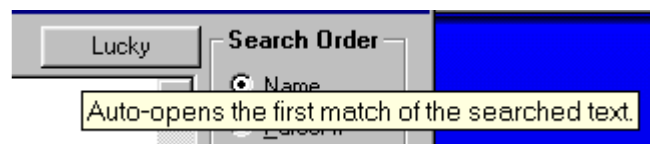
For example, the user wants to look at all of the Sales records for Map/Parcel Number 001-023. After keying the parcel number in the Search field, as shown on the next page, the user can click the Lucky Button and be taken directly to the Sales Information record for that Map/Parcel, also shown on the next page.

WinGAP - Sales Search

001 -023 -   [Search]   [Lucky]

Search Order
- ○ Name
- ◉ Parcel #
- ○ Street
- ○ Account #
- ○ CO ID #
- ○ NAICS
- ○ DBA
- ○ Decal Num
- ○ Serial Num

Number of Hits
to Display

25

[Help]   [Cancel]   [Open]

WinGAP - Sales Information - 001 023

Owner RUOFF FLORENCE KELLER   Parcel # 001 -023 -   Key 1062   [Scan Image]

Grantee	Date	Deedpage	Platpage	Saleprice	C/S	RSN	SQ	Aud
RUOFF FLORENCE KELLE	02/15/1994	3-L 8 71 3	3 6	157000	A5	TI	DR	N

Sales Information

Buyer	RUOFF FLORENCE KELLE	Sale Price	157,000	Class	Agricultural
Seller	SMITH JOHN	Adjustment	0	Strat	Large Tract
PT-61 #	0	Book Page	State (Y/N)	N	Reason
Sale Date	02/15/1994	Deed	3-L 8 71	FMV	96,073	Timber Sale
RETT	0.00	Plat	3 3 6	Qualifier	DR	Land Class / Strat : A5

Comments

🖨 [Edit History]   [Cancel] [New] [Delete] [Apply] [OK]

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When using the Lucky Button, the criteria keyed into the search field must exactly match that of the desired record. Otherwise, the user will be taken to the record that is closest to matching the criteria keyed into the Search field.

Name Search

The Search Order for Sales of Real Property records can be changed to Name Order by clicking on the Name radio button in the Search Order section of the Real Property Search Form. How the Name is keyed into the Search field will depend upon how the County manages the Name information in the Owner's database. Names in WinGAP can be keyed on the Owner Information Form in either the Last Name-First Name-Middle Initial fields, or in the Corporate Name field. An owner of Real Property cannot have names in both places. Any name keyed in the Corporate Name field on the Owner Information Form will supersede the names keyed in the Last Name-First Name-Middle Initial fields; it fact, those names will be removed by WinGAP on the Form. One County may prefer to reserve the Corporate Name field for Businesses and Corporations, and use the Last Name-First Name-Middle Initial fields for all other owners; another County may prefer to use the Corporate Name field for ALL owners; a third may prefer to use the Last Name-First Name-Middle Initial fields for ALL owners. It is entirely a local matter.

If the user is looking for Sales for a Real Property owner's name that is located in the Last Name-First Name-Middle Initial fields, the name MUST be keyed as follows in this example: **Smith, Barbara**; the comma is mandatory if the Last Name-First Name-Middle Initial fields are used. If the Real Property owner's name is found in the Corporate Name field, the name is keyed as it was entered in that field: **Smith Arthur**; no comma is used in the Search field for a Corporate Name, unless the comma was keyed as part of the name.

As mentioned earlier under Parcel Number Search, case does not matter in WinGAP. Information on the Owner Information Form can be entered in "proper" case, such as **Smith Brenda,** or in all capital letters, such as **SMITH BRENDA**. Again, it is entirely a local matter. When searching for Sales for Real Property, case also does not matter as far as how the Real Property owner's name is keyed in the Search Field: proper, upper, or lower case will all yield the same result.

Once a Real Property owner's name is keyed in the Search Field, the user should click on the Search Button to the right of the field. If an entire name was keyed and found, the Real Property record(s) for that owner will display at the top of the Real Property List Box, along with other Real Property records in descending alphabetical name order, as shown on the previous page. If the keyed name is not found, Real Property records with the owner's name nearest to the name keyed will display in descending alphabetical order. The number of records that display will depend upon the Number of Hits to Display value.

Various short-cuts with the names of Real Property owners can be used to find Sales for owners of Real Property. For example, if the user wishes to see all of the owners with the Last Name of Smith that own Real Property, the name **Smith** can be keyed in the Search Field. Clicking the Search Button will display all of the Real Property records with owners of the Last Name or Corporate Name of Smith in the County, as shown below.

Names keyed in the Last Name-First Name-Middle Initial fields will display ahead of names keyed in the Corporate Name field. Again, the number of records that display will depend upon the Number of Hits to Display value. If there are more Smiths than those displayed in the Real Property List Box, and the user wishes to view all of the Smiths, the default Number of Hits to Display value can be increased to a number suitable to display all of the Smiths (the Search Button must be clicked again after changing the value).

Another short-cut with Name Order searches is to key the beginning part of a Real Property owner's name in the Search Field to find matching owners of Real Property records. For example, the letters **Bar** can be keyed to display all Real Property records whose owner's Last Name or Corporate Name begins with the letters "Bar".

Account Number Search

The Search Order for Sales of Real Property records can be changed to Account Number Order by clicking on the Account # radio button in the Search Order section of the Personal Property Search Form. The Account

Number for Real Property is the same as the WinGAP Real Key Number for Real Property. To locate Sales for Real Property by a specific Account Number, say "1020", the entire Account Number should be keyed into the Search field, as shown below. After clicking the Search Button, the desired record should appear at the top of the Real Property List Box, followed by other Real Property records in ascending Account Number order. Again, the number of records that display will depend upon the Number of Hits to Display value.

Real Property List Box

The information that is displayed in the Real Property List Box varies depending upon which Search Order is used.

If Name Order is used, the Real Property owner's name is displayed, left to right.

If Parcel Number Search Order is used, the Parcel Number, Total Acres, and Owner's Name are displayed, left to right.

If Account Number Search Order is used, the Account Number, Parcel Number, Total Acres, and Legal Description are displayed, left to right.

Additional information about this Real Property record can be displayed by clicking on a record in the List Box. The information will display in the text box located on the bottom of the Sales Search Form, as seen on the next page. The information that is displayed form will depend upon the search order used.

The information that displays in the list box at the bottom of the Sales Search Form will also display in a "tool tip", which can be seen by clicking on any record in the list box, as seen below.

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Number of Hits to Display Field

The default Number of Hits to Display on any Search Form in WinGAP is 25. If Logins are not enabled, each user in WinGAP can temporarily change the number of Owner records that will be displayed when searching on that particular Form, if desired, by clicking in the Number of Hits to Display field and keying the desired number. When the user leaves that Form, the default number will revert back to 25.

If Logins are enabled in **Tools >> Preferences**, the Default Number of Hits to Display can be changed for each user in two different places. The first one is located in **Tools >> Password Administration** (see the Tools >> Password Administration section in this manual for instructions). The second location where the default Number of Hits to Display can be changed is on any of the Search Forms. When the user clicks Cancel to leave the one of these Search Forms, AFTER changing the Default Number of Hits to Display value and performing a search using this new value, WinGAP will display the following message:
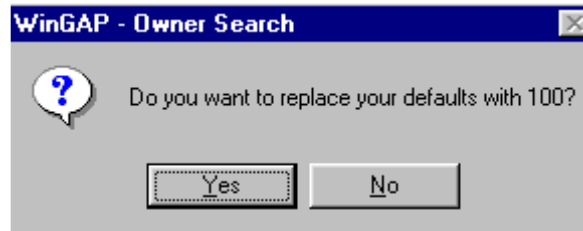
If the new number, in this case 100, is to be the new default, the user should click the Yes Button (or hit Enter or Alt+Y) and the Number of Hits to Display for this user will be set as the default for that user in **Tools >> Password Administration**, as the message below indicates.
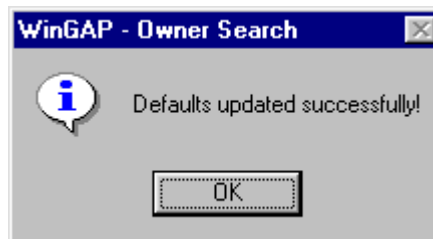
Open and Cancel Buttons

Once a Real Property record is located in the Real Property List Box and highlighted, the user can proceed to the Sales Information Form for that record, as seen on the next page, by clicking the **Open** Button. (The Sales Information Form can also be opened by pressing Enter after selecting the desired record in the List Box, double-clicking on the record, or pressing Alt+O). Sales information for this Real Property record can be viewed, edited, or deleted on the Sales Form. New Sales can be added by clicking on the New Button. The **Cancel** Button can be clicked (or Alt+C pressed) to return to the Sales Search Form.

WinGAP - Sales Information - 012 063   ☒

Owner [SUSTAINABLE FORESTS LLC]   Parcel # [012 -063 -]   Key [3834]   [Scan Image]

Grantee	Date	Deedpage	Platpage	Saleprice	C/S	RSN	SQ	Aud
SUSTAINABLE FORESTS	06/23/1999	4-G 428			0 A5	OI	DR	N
SUSTAINABLE FORESTS	05/28/1998	4-A 710			0 A5	NC	DR	N

Sales Information

Buyer   [SUSTAINABLE FORESTS]   Sale Price   [0]   Class   [Agricultural ▼]
Seller   [INTERNATIONAL PAPER]   Adjustment   [0]   Strat   [Large Tract ▼]
PT-61 #   [   ] [0]   Book Page   State (Y/N) [N]   Reason
Sale Date [06/23/1999] [▦]   Deed [4-G 4] [28]   FMV   [40,600]   [Owner Involvement ▼]
RETT   [0.00]   Plat [   ] [ ]   Qualifier [DR]   Land Class / Strat : A5

Comments
[   ]

[🖨] [Edit History]   [Cancel] [New] [Delete] [Apply] [OK]

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Property Transfer Form

The Property Transfer Form is used to transfer property from one owner to another. The Form can be reached by any one of several methods:
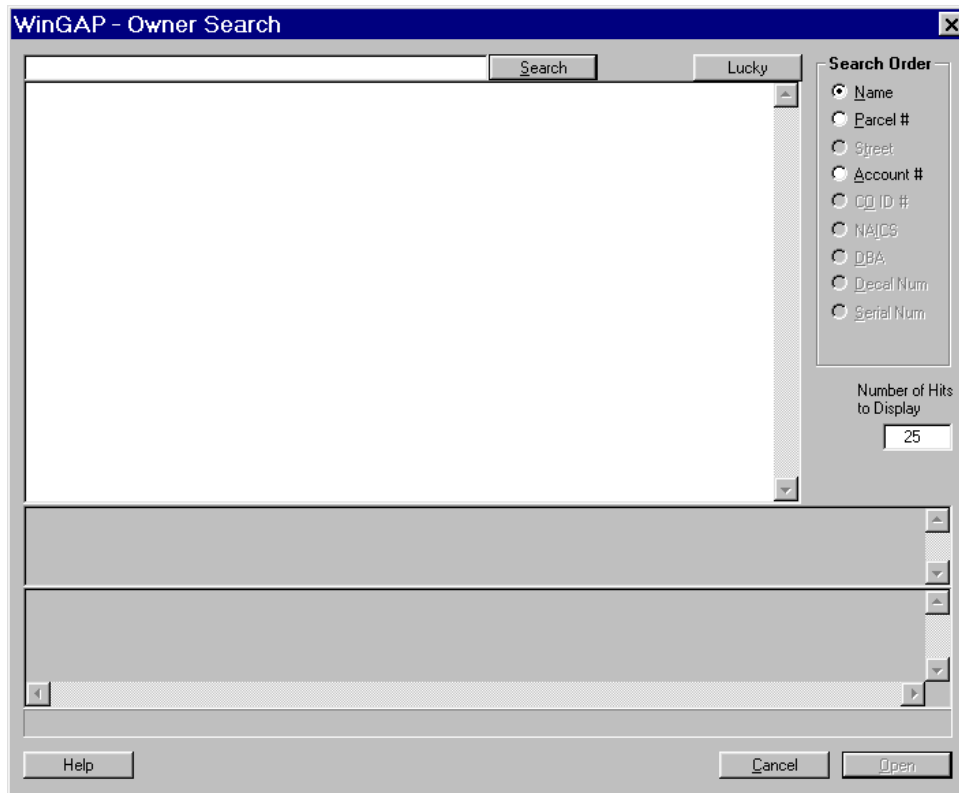
1) by clicking on the Transfer Button on the WinGAP Toolbar;

2) by clicking on the Property Maintenance item on the WinGAP Menu Bar, then Owner, then Property Transfer;

3) by keying the "hot-key" combination of Ctrl-T. Property Transfer Buttons are also located on the Owner Information and Real and Personal Property General Information Forms and eliminate one of the steps needed (selecting the Current Owner) when the Transfer Button on the WinGAP Toolbar is used.

The Property Transfer Form is divided into several sections. At the top of the Form is the **Current Owner** field and **Select** Button. The Select Button is clicked to produce the Owner Search Form and begin the transfer process. After the Current Owner is selected and the user returns to the Property Transfer Form, the Current Owner's name will display in the Current Owner Field. Beneath this field and button is the **Current Owner** Property List Box, where all property belonging to the Current Owner will display. Beneath the Current Owner Property List Box is the **New Owner** field and **Select** Button. The Select Button is clicked here to again produce the Owner Search Form and select the owner to which the property is to be transferred. If the property is to be transferred to an owner not in the system, the **Add New Owner** Button is clicked to add the new owner. After the New Owner is selected (or added) and the user returns to the Property Transfer Form, the New Owner's name will display in the New Owner Field. Beneath the New Owner field is the **New Owner** Property List Box, where all property that will be transferred to the New Owner will display. Finally, the **Cancel**, **Apply** and **OK** Buttons allow the user to cancel the Property Transfer, apply the changes and stay on the Form, or save the changes and leave the Form.
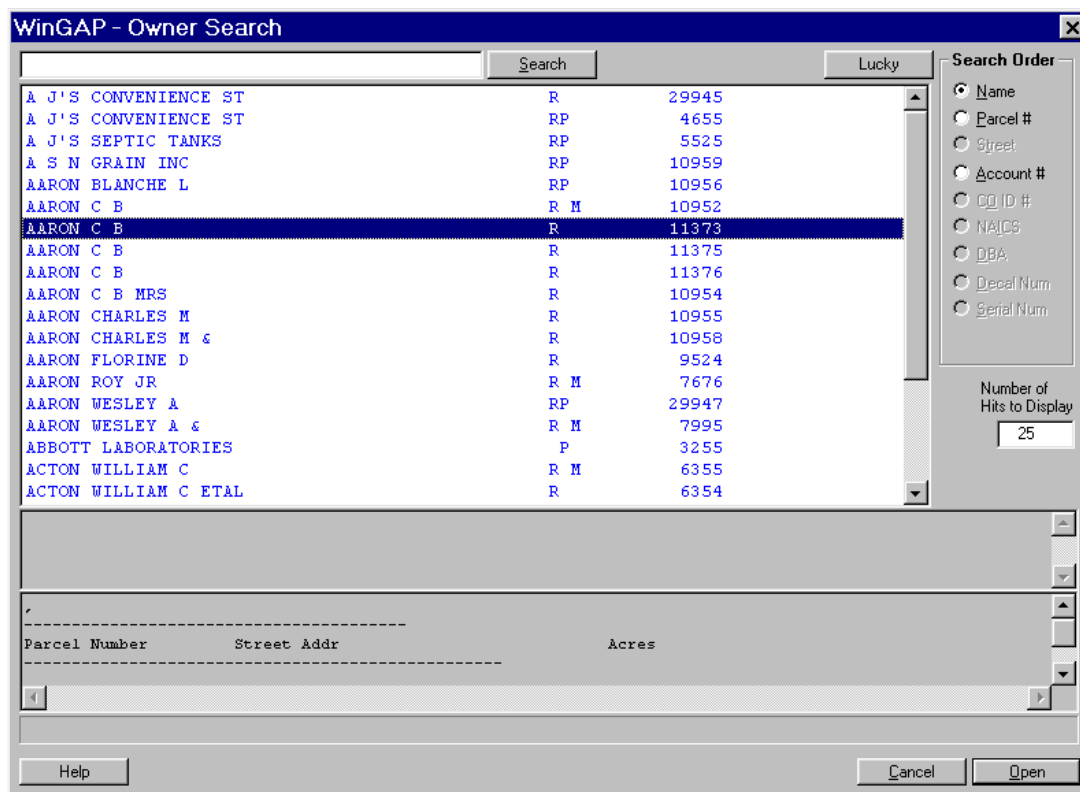
Current Owner Field/Select Button

The first step in the Property Transfer process is to click the Select Button to the right of the Current Owner Field (the user cannot key a name into this field), which will produce the Owner Search Form, as seen below.

The Owner of the property which is to be transferred is located by keying the Owner's name and clicking the Select button (or pressing Alt+S), as seen below.

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To place the selected Owner's name on the Property Transfer Form, the user should click the **Open** Button on the Owner Search Form (or press Enter after the desired owner record is selected, double-click on the record, or press Alt+O). When the user returns to the Property Transfer Form, the Current Owner's name will display in the Current Owner field, and all of the Real Property Parcels, Personal Property Accounts, or Prebilled Mobile Homes that belong to that owner will be listed in the Property List Box for the Current Owner, as seen in the image below.

Current Owner Property List Box

The information that is displayed in the Current Owner Property List Box will vary depending on the type of property (Real, Personal, or Prebilled Mobile Home). Real Property will display the description "REAL", followed by the Parcel Number, Legal Description, Total Acres, and Street Address, as seen below.

Personal Property, as shown on the next page, will display the description "PERS", followed by the Account Number, Digest Classification, Street Address, and Business ID.

A Prebilled Mobile Home will display the Mobile Home Key, followed by the Decal Year, Decal Number, Year Built, Size, Manufacturer, and Model, as shown below.

New Owner Field/Select Button

Once the Current Owner's property is found and displayed, the next step in the Property Transfer process is to select the <u>Owner to which this property is to be transferred</u>. This is done by clicking the Select Button to the right of the New Owner field (as with the Current Owner field, the user cannot key a name into the New Owner field). This will again produce the Owner Search Form, where the same rules and procedures used to select the Current Owner can be used to select the New Owner. Once a New Owner record is located in the Owner Information List Box and highlighted, the user can return to the Property Transfer Form by clicking the **Open** Button on the Owner Search Form, pressing Enter after the desired owner record is selected, double-clicking on the record, or pressing Alt+O. When the user returns to the Property Transfer Form, the New Owner's name will display in the Current Owner field, and the New Property Owner List Box will remain blank, as shown below.

New Owner Property List Box

The New Owner Property List Box will remain blank, as shown in the image above, until the property is selected in the Current Owner Property List Box and send to the New Owner Property List box by clicking either the **Include** Button or the **Include All** Button, discussed later.

Add New Owner Button

If the property is to be transferred to an Owner that is at present not in the County's Owner database, the user should click the **Add New Owner** Button. This will produce the Owner Information Form, next page, where the New Owner can be added. (See the Help procedures for adding a new owner on the Owner Information Form, discussed later in this manual, if needed).
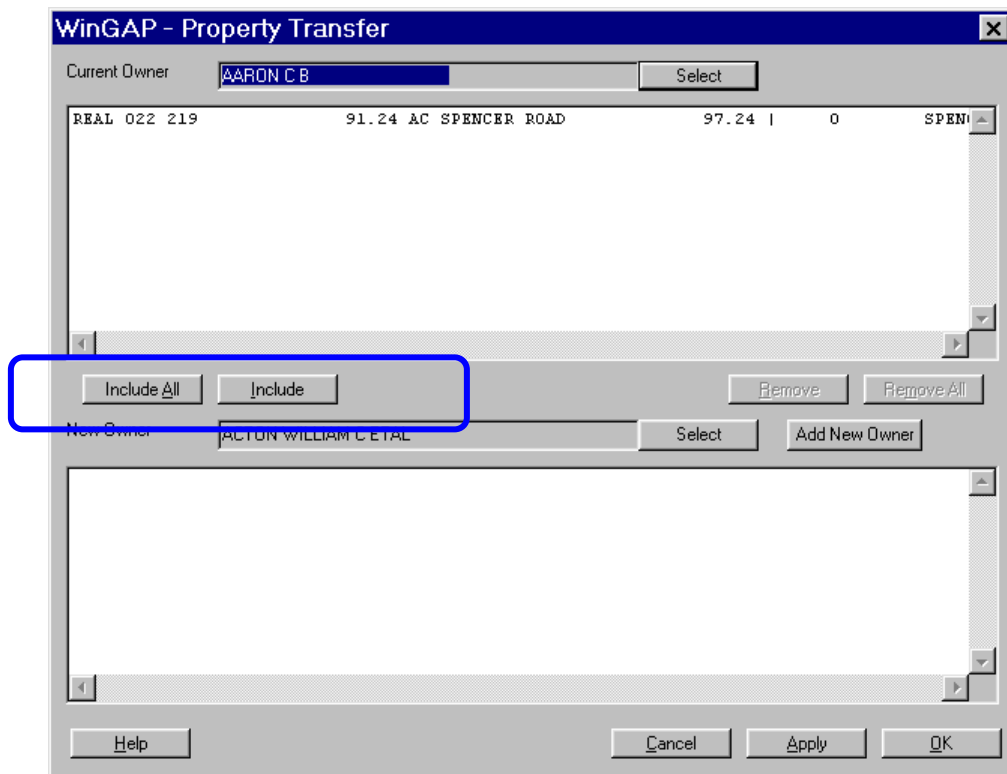
After adding the New Owner and clicking the OK Button on the Owner Information Form, the user will be returned to the Property Transfer Form, and the New Owner's name will display in the New Owner field. The New Owner Property List Box will be blank.

Include and Include All Buttons

When the New Owner is selected and the user returns to the Property Transfer Form, the **Include** and **Include All** buttons will now be enabled.

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To effect the actual transfer of property, the user should click on the desired property record in the Current Owner Property List Box, which will highlight that record, as shown below.

The Include All or Include Buttons are used to perform the actual transfer of property from one owner to the other. If only one property record is to be transferred, the user should click the **Include** Button; if all property records belonging to the Current Owner are to be transferred to the New Owner, the user should click the **Include All** Button. The property record(s) will move from the Current Property Owner List Box to the New Property Owner List Box, as shown below.

Either the **Apply** or **OK** Button should now be clicked to save the Property Transfer, which will prompt the message "Are you certain you wish to save these changes?", seen below.
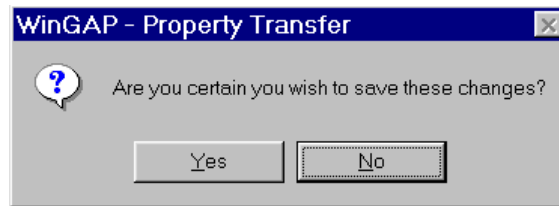
Clicking "Yes" will transfer the property; "No" will cancel the transfer process. If the user clicks "Yes", other messages may appear depending on the characteristics of the property, such as whether certain types of Homestead Exemptions should be retained under the New Owner. Also, if all the property from the Current Owner was transferred to the New Owner, the user will receive the message "You have removed all property from this owner. Would you like to delete this owner record?", as seen below.
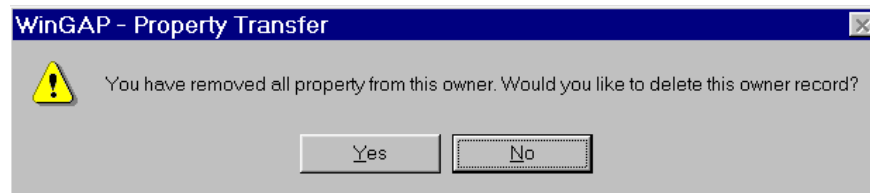
If this is the case, "Yes" should be selected to delete the owner from which the property was transferred; "No" will preserve the owner record. **NOTE: In most cases, the owner should be deleted if all property has been removed. However, it is the user's preference.**

If the Apply Button was clicked to save the changes, the user will remain on the Property Transfer Form and other Property Transfers can be performed if needed. If the OK Button was clicked, the user will return to the main WinGAP window. If the user clicked the Cancel Button before clicking Apply or OK, the Property Transfer process was aborted and the user will be returned to the main WinGAP window.

Owner Information Form

The WinGAP Owner Information Form, below, contains relevant information about each owner of property. The Form can be reached for existing property owners from several places:

1. the Owner Search Button on the WinGAP Tool Bar;
2. the Multi-Owner Search Button;
3. Property Maintenance option on the WinGAP Menu Bar, then Owner, then Search;
4. the Real and Personal Property General Information Forms by clicking the Owner Button on those Forms;
5. the Prebill Mobile Home Form by clicking the Owner Button on that Form.

Summary of Owner Information fields/buttons

The left hand side of the Owner Information Form contains the fields where the Property Owner's Name, Address, Phone/Fax Numbers, Federal and State Tax ID Numbers, Social Security Numbers, and Owner and Spouse Birth Dates are entered or edited. The right hand side of the Form displays under the heading **Assessment Information** data about the number of Real Property Parcels, Personal Property Accounts, and Prebilled Mobile Homes this owner has, as well as Total Acres. Beneath the heading **Value** are the sum of parcel values for Land, Improvement, all Personal Property accounts, and all Prebilled Mobile Homes as well as the Total Value of all property for this Owner.

The Owner Key for this Owner is displayed on the upper right of the Form. Beneath this field are three buttons, called **Real**, **Prebill MH**, and **Personal**, which are used to access those types of property for this owner.

The **Edit** button to the right of the Name fields controls access to these fields and will be discussed later, as will the **Edit History** and **Transfer** buttons on the lower right of the Owner Information form. Beneath the Edit History button is the **Non-Disclosure** checkbox which will be discussed later as well. Finally, at the bottom of the form is a list box where this property's Multiple Owners are listed.

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Adding a New Owner

A new Property Owner in WinGAP can be added in a variety of ways:

by keying the hot key combination of Ctrl+N when on the Main WinGAP screen;
by selecting the File Menu on the WinGAP Menu Bar, then New Owner;
by selecting the Property Maintenance Menu on the WinGAP Menu Bar, then Owner; then New;
by clicking the New Owner button on the Property Transfer Form;
by adding a New Owner during the Duplicate Parcel process;
by clicking the New Owner button on the Real Property General Information Form;
after adding a New Owner on the Owner Information Form and clicking Apply, another New Owner can be added at the same time.

When adding a New Owner, the Owner Information Form will always appear with all data entry fields "grayed out", as shown below. The **New** Button **MUST** be clicked at this point to place the fields "in focus", and the user will be taken to the Last Name field.

A discussion of all Owner Information Form fields follows. The discussion sequence of the fields is the same as when adding a **NEW** Owner Record.

Name and Address Fields

NOTE: Owner Names in WinGAP can be keyed on the Owner Information Form in either the Last Name-First Name-Middle Initial fields, or in the Corporate Name field. The manner in which Owner Names are keyed into these two types of Name fields depends upon how the County desires to manage the Name information in the database. An Owner cannot have names in both places (see second Note, below). One County may prefer to reserve the Corporate Name field for Businesses and Corporations, and use the Last Name-First Name-Middle Initial fields for all other owners; another County may prefer to use the Corporate Name field for ALL owners.. It is entirely a local matter.

- **Last name:** This field is 20 characters wide and, if used, should contain the Last Name of the Owner. A comma should not be placed after the name in this field.
- **First name**: This field is also 20 characters wide and should contain the First Name of the Owner, but only if there is a Last name entered.
- **Mid Init**: The Owner's middle initial, if any, is keyed here.
- **Corporate Name**: The Corporate Name field which is 40 positions wide can be used if a Corporation owns the property, or for the names of all Owners, if desired by the County. Any name keyed in the Corporate Name field will override any name keyed in the Last Name field for this Owner.

NOTE: To prevent the unexpected loss of desired ownership data, one of the two available "Name" field sets (Last-First-Mid Init or Corporate Name) will be disabled when data entry takes place. If the user enters information into the Last field on the Owner Information form and tabs/clicks out of the field, the Corporate Name field will be disabled. If data entry takes place in the Corporate Name field and a field exit is performed, the Last, First and Mid Init fields are disabled. If data entry needs to be made in the disabled name field set, the user must remove all information from the other name field set.

- **Address** Fields: There are three fields where address information can be entered. Each field is 40 characters wide. The first line of the address or additional Owners may be keyed in the first address field, although it is recommended that the Multiple Owners field at the bottom of the Owner Information Form be used for additional owners unless they are a critical element in the mailing address. Any mailing addresses that were not keyed on the first address line can be entered in the second and third Address field.
- **City** and **State** fields: The Property Owner's City and State can be keyed here; however, data entry is faster if the user will Tab to the Zip field, where the Zip code, if known, can be used to insert the proper City and State information in these fields (see Zip, next).
- **Zip**: The Zip Code of the Property Owner, if known, can be keyed in this field. The Tab key can be pressed to exit the field. The system will identify the City and State and ask the user if it is to be inserted in the City and State fields. If the City and State match the Zip Code, "Yes" should be clicked; otherwise "No" can be clicked to leave the City and State as entered by the user.

Edit Button
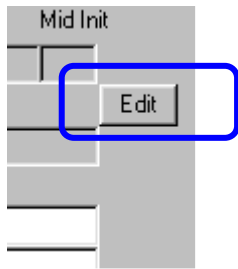
The **Edit** Button to the right of the Name fields is used to edit the Owner's Name <u>AFTER</u> the record has been saved. The editing can be done with certain restrictions: if the Last, First, and Middle Initial name fields are used for this Owner, access will be allowed to these fields by clicking the Edit button, <u>but access to the Corporate Name field will not be allowed</u>. If the Corporate Name field is used for this Owner, access will be allowed to this field by clicking the Edit button, <u>but access to the Last, First, and Middle Initial name fields will not be allowed</u>.

In addition, if the user attempts to edit the name fields of an Owner who has multiple parcels, the following message will be displayed:
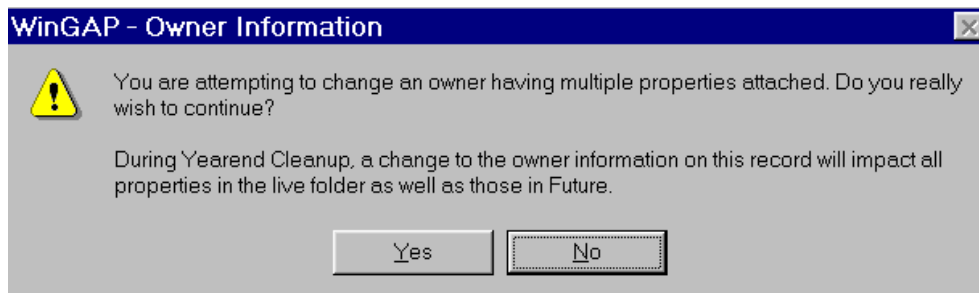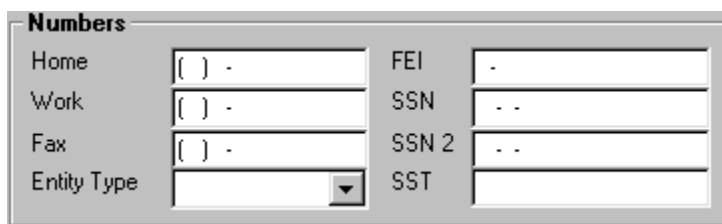
The user must make sure when changing an Owner's name that the change applies to all the parcels of that Owner. If this is the case, the user should select the "Yes" option and continue with the change of the Owner Name. Selecting the "No" option will return the user to the Owner Information Form. If the Owner's name for only one parcel is to be changed, then the user should answer "No" to the above question. Instead the parcel that is changing ownership must be transferred to that Owner by clicking the Transfer button at the lower right of the Owner Information form.

Also, if any of the parcels of an Owner are under a Preferential or Conservation Use Covenant, clicking the Edit button will produce the following message:
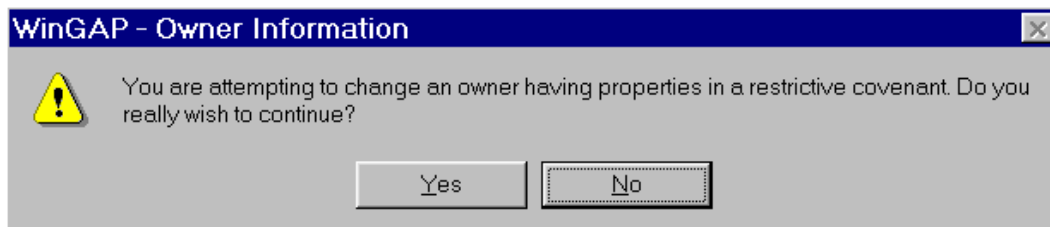
The user should make sure that changing the Owner's name does not violate the provisions of the Covenant.
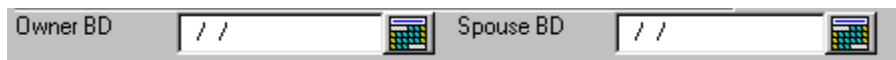
Numbers Fields

- **Home phone number**: The first of eight Numbers fields, the Home phone number of the Property Owner, if known, is keyed in this field. The field is pre-formatted for the phone number, and only numbers, beginning with the Area Code, can be keyed in the field.
- **Work phone number**: The Work phone number of the Property Owner, if known, is keyed in this field. If a Business or Corporation, the main phone number of the business. The field is pre-formatted for the phone number, and only numbers, beginning with the Area Code, can be keyed in the field.
- **Fax phone number**: The Fax phone number of the Property Owner, if known, is keyed in this field. The field is pre-formatted for the phone number, and only numbers, beginning with the Area Code, can be keyed in the field.
- **Entity Type**: Used for Personal Property Owners, the arrow to the right of the Combo Box can be clicked to select an Entity type. Pressing the Tab key will take the user to the next field. The Entity type field can be skipped for Real Property Owners.
- **FEI**: The Federal Employer Tax Identification number of the Property Owner, if known, is keyed here.
- **SSN**: The Social Security Number of the Property Owner, if an individual and if known, is keyed here. The SSN should be entered when the Homestead Exemption for the property is S3 or S4.
- **SSN2**: The Social Security Number of a second Property Owner, if an individual and if known, is keyed here. The SSN should be entered when the Homestead Exemption for the property is S3 or S4.
- **SST**: The State Sales Tax Number of the Property Owner, if a Business or Corporation, and if known, is keyed here.

Birthdate Fields

The birth date of the owner and spouse should be entered in these fields when such is known.

Multiple Owners List

The large field at the bottom of the Owner Information Form is where multiple Property Owners are keyed. A suggested way to key Multi-Owners is Last Name followed by the First Name(no comma separating the Last Name and First Name), with a comma after the First Name, then the next Owner's Last Name, etc. There is no limit to the number of Multiple Owners that can be entered.

Owner Key

The Owner Key is the unique, primary key assigned by WinGAP to this Owner record. Until the new Owner record is saved, the number will remain at 0. After the record is saved, the new Owner Key will display, as shown below.

Property Access Buttons

The three Buttons at the top right of the Form, labeled **Real**, **Prebill MH**, and **Personal**, allow the user to add or edit these types of properties. These Buttons are "grayed out" until the new Owner record has been saved. Once the record is saved, these Buttons gain "focus" and can be accessed by the user, as seen below.

These Buttons are used to add **new** property to a **new owner**, **new** property to an **existing owner**, or **edit existing property** from the Owner Information Form.

Edit History Button

The **Edit History** Button, below the Value information section on the Owner Information Form, is used to view the Edit History of this Owner. The Edit History Button is also "grayed out" until the new Owner record is saved. The Edit History for an Owner that has just been added to the system will appear similar to the image below.
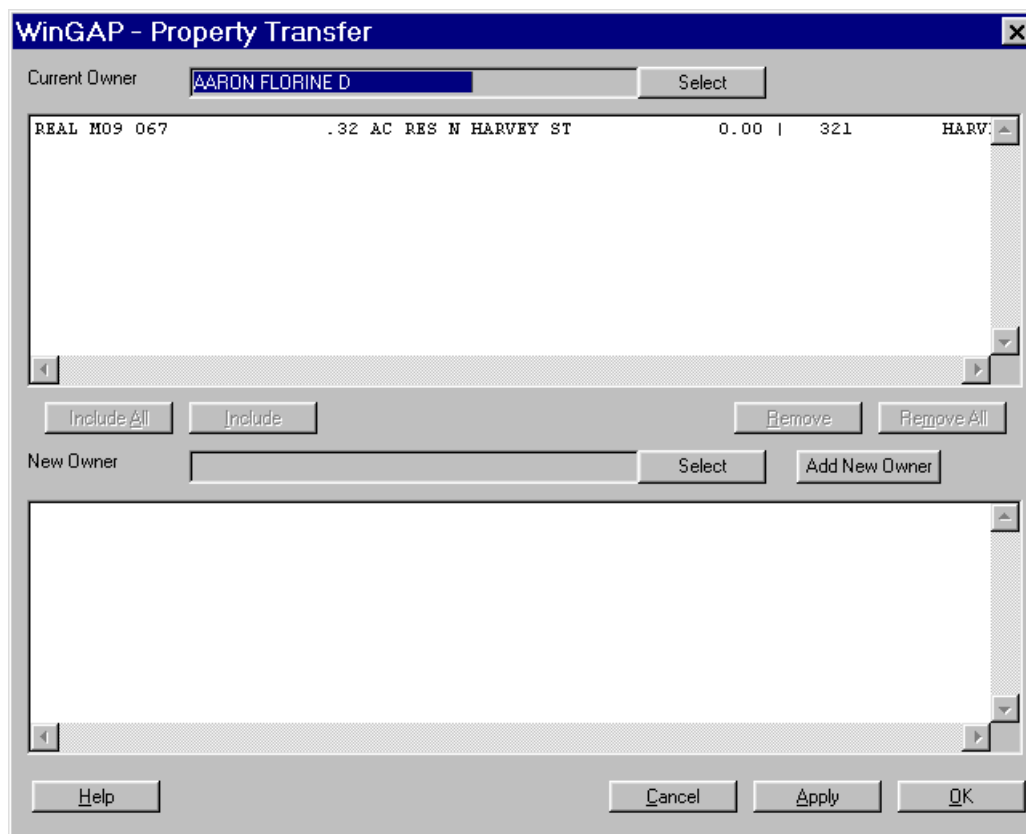
Transfer Button

The **Transfer** Button, below the Value information section on the Owner Information Form, is used to Transfer one or all the parcels, personal property accounts, or prebilled mobile homes of this property owner to another owner. The Transfer Button is also "grayed out" until the new Owner record is saved. Clicking the Transfer Button will take the user to the Property Transfer Form, as seen below.

See the Property Transfer sections of this manual for the procedures on transferring property from one owner to another.

Non-Disclosure checkbox
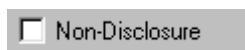
The purpose of the Non-Disclosure checkbox is to prevent the viewing and in certain cases, release, of Ownership information for qualifying individuals. If the user places the mouse pointer in the Non-Disclosure checkbox, a "tool tip" will appear informing the user of the purpose of the checkbox, as shown below.
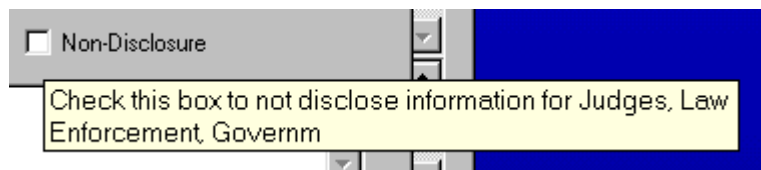
According to the Georgia Open Records Act, these individuals include Judges, Law Enforcement Officials, etc. If the box is checked, Ownership information will be masked as follows:

the address and phone numbers for this Owner will not be visible to guest logins
the address and phone numbers for this owner will not print on a property record card that is initiated under a guest login
guest logins will not be able to see the tool tips for any parcel under the ownership of the owner record with a Non-Disclosure flag.

The address and phone numbers for Non-Disclosure Owners will be included, however, with the digest export and sent to the digest vendor. It will be the responsibility of the County to coordinate with the digest vendor and define how this will be handled on the digest.

Once all of the Owner Information is keyed, the user should click the **Apply** Button to save the record. The newly saved Owner record will appear similar to the one below.

Clicking the **Apply** button after adding the new Owner information places the Edit names, Transfer, and Edit History buttons in focus.

The **Real**, **Prebill MH**, and **Personal** Buttons, as shown above, will now be "in focus". The appropriate button can be clicked to begin adding property information for this Owner.

If the **Real** Button is clicked, the user will be taken to the Real Property General Information Form, as shown on the next page. Adding Real Property Information for this Owner is covered in the Real Property General Information Form section of this Manual.

If the **Prebill MH** Button is clicked, the user will be taken to the Prebilled Mobile Homes General Information Form, as shown below. Adding Prebilled Mobile Home Information for this Owner is covered in the Prebilled Mobile Homes Information Form section of this Manual.

If the **Personal** Button is clicked, the user will be taken to the Personal Property General Information Form, as shown below. Adding Personal Property Information for this Owner is covered in the WinGAP Personal Property Manual.

Deleting An Owner

Before deleting an owner, the user should confirm that the proper owner is being deleted. One step in this process is to check the number of properties that are associated with the owner. Property count information is available on the right side of the Owner screen in the Assessment Information section. Deleting an owner will remove all properties associated with the owner from the WinGAP system.

An Owner is deleted by clicking the **Delete** Button at the bottom of the Owner Information Form. This will produce the "Are you certain…" message, as shown below.

If the user is certain that this Owner is to be deleted, the **Yes** Button should be clicked (the **No** Button is the default, and clicking it will return the user to the Owner Information Form). This will produce the Password Entry Form, as seen on the next page.
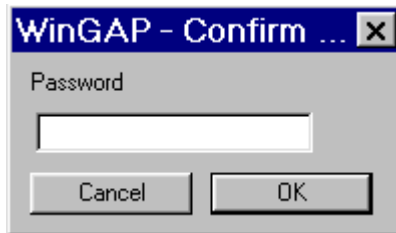
The WinGAP Password to delete an Owner is the word **delete** in lower case letters. As the user keys each of the letters in the word delete, an asterisk for each letter will appear in the single line edit field, as shown below.
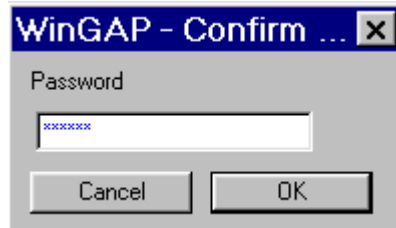
After keying the password, and the user is absolutely certain that this Owner should be deleted, the **OK** Button should be clicked to delete this Owner. ALL property belonging to this Owner, including any Real Property Parcels, Personal Property Accounts, and Prebilled Mobile Homes, will be deleted as well. The user will be informed that the Owner has been deleted, as seen below. Clicking the **OK** Button on this message will return the user to the Main WinGAP Screen.
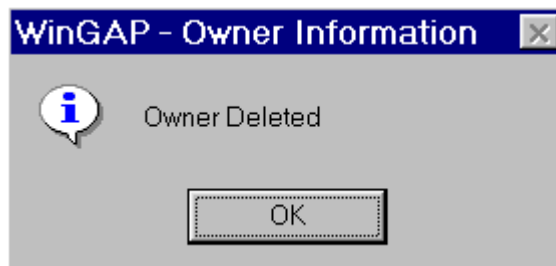
NOTE: An Owner can be deleted only when the Owner Information Form is accessed from the Owner Search Form. The user cannot delete an Owner when reaching the Owner Information Form from the Real Property, Personal Property, or Prebilled Mobile Homes General Information Forms.

Important: If the user deletes an Owner by mistake, the user should get on Online Support and one of the DOR Support Agents can restore the records that have been deleted.

Real Property General Information Form

The WinGAP Real Property General Information Form contains general information about each Real Property parcel for an Owner. This Form can be reached in one of three ways:

1. from the Owner Information Form by clicking on the Real Property Button
   accessed from the Owner button on the Tool Bar
   accessed from Property Maintenance >> Owner >> Search
   accessed from Property Maintenance >> Multiple Owner >> Search

2. from the Real Property Search Form
   accessed from the Real button on the Tool Bar
   accessed from Property Maintenance >> Real >> Parcel Information

3. from the View Current Index Search Form
   accessed from the Real Index button on the Tool Bar
   accessed from Property Maintenance >> Real >> View Current Index

Once on the Real Property Form, the Owner's Name is shown in the Title Bar at the top of the form. The data for an **Existing** Real Property parcel will be displayed in the fields for editing purposes, as shown in the image above. Many of the fields on the Form will be "grayed out" if adding a **New** Real Property parcel, as shown on the next page. The **New** Button must be clicked at this point to begin keying the data.

A discussion of all Real Property General Information fields follows. The discussion sequence of the fields is the same as when adding a **NEW** Real Property Record.

Account Number Field

The WinGAP assigned **Account Number** (also known as the Real Key) for the Real Property record is displayed in this field. When adding a New Real Property record, the Account Number is displayed after the user clicks the Apply Button. When editing the record, the Account Number will also display in the field. This field cannot be edited by the user.

Checkbox Fields

There are two Checkboxes on the upper right of the Form. The **Notice** Checkbox is checked if an Assessment Notice is to be printed for this Parcel**.** If the Parcel Value changes due to an addition or deletion, and the user attempts to leave the Real Property General Information Form, the user will receive the message at the top of the next page.
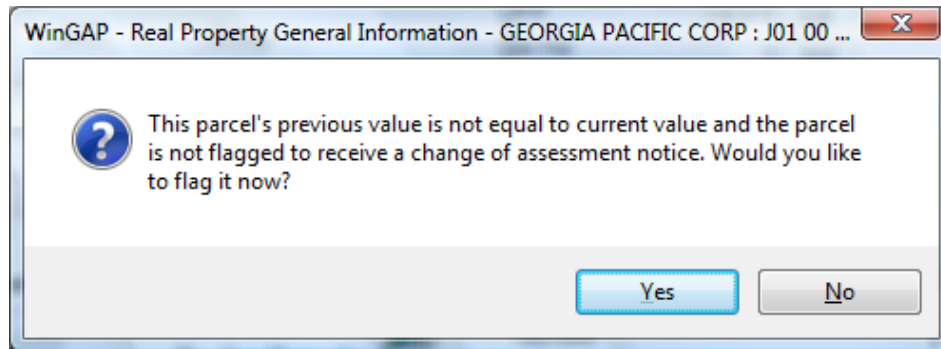
If the Parcel should receive an Assessment Notice, the "Yes" option should be selected and a checkmark will be placed in the Notice checkbox. If Auto-Reasons are enabled in **Tools >> Preferences**, the appropriate Assessment Notice for the change(s) to the Parcel will be added to the list of Assessment Reasons for the Parcel as well.
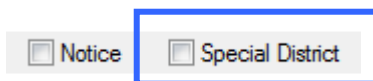
The **Special District** Checkbox description defaults to the **Special District Description** as defined in **Tools >> Preferences**. Placing a "check mark" in this field by either clicking with the mouse or pressing the spacebar while in the field will group this record with similarly designated Real Property records for a specific purpose, such as Garbage Collection, Street Improvements, Property Review, etc.

Parcel Number Field

The County **Parcel Number** assigned to this Parcel is keyed in this field. The "dashes" in the field default to the **Parcel Number Template** as set up in **Tools >> Preferences**. Extreme caution should be used in entering the Parcel Number since it is one of the primary property identifiers.

Alt Pin Field

The Alt Pin field is used to display the parcel number value that is found in the field parcel_no2 in the Realprop.dbf table. This will usually be an "old" Pin Number. The field will not be assigned a template for the PIN display due to the fact that this data may not be formatted in the same manner as a WinGAP PIN Number.

Tax District Combo Box

The County **Tax District** in which this Parcel is located is selected using this combo box. The combo box arrow can be clicked to display a list of all County Tax Districts, as seen on the next page, as set up in **Tools >> Schedules / Tables >> Tax Districts**.

Selecting a Tax District and pressing the Tab Key takes the user to the Street Information Fields section on the Real Property General Information Form.

Street Information Fields

- **House No**: The first of the **Street Information** fields is where the House Number that has been assigned to the property for location and address purposes is keyed.
- **Ext**: If the street address contains an extension such as A, 1/2, etc., it should be keyed here.
- **Dir**: The direction (North, Southeast, etc.) of the street.
- **Units**: The Unit Number of the property, sometimes used by Apartments and Condominiums. Examples would be Unit 5, Apartment A, etc.
- **Street Name**: The name of the Street or Road where the Parcel is located. 25 characters of information can be keyed into the field.
- **Type**: The Type of Street, such as Road, Drive, Hwy, Lane, etc., is keyed here.
- **Quad**: The post-direction used in addressing, such as 4888 Peachtree St. NW. The NW is the post-direction.
- **Latitude**: The GPS (Global Positioning System) Latitude of this Parcel, if available, can be keyed into this field. The field is 13 characters wide.
- **Longitude**: The GPS Longitude of this Parcel, if available, can be keyed into this field. The field is 13 characters wide.
- **Zip Code:** The Zip Code that this Parcel is located in, if known. The Zip Code will assist in location efforts and with the use of the Map It button (discussed later). The Zip Code field will adhere to all rules regarding non-disclosure owners for exporting and guest viewing.

Property Information Fields

- **LL**: The first of the **Property Information** fields is where the primary Land Lot that the Parcel is located in is keyed. At this time, only one Land Lot may be entered. Additional Land Lots maybe keyed in Comments.

- **LD**: The Land District that the Parcel is located in is keyed in this field. Only one Land District may be entered. Additional Land Districts maybe keyed in Comments.
- **GMD**: The Georgia Militia District that the Parcel is located in is keyed in this field. Only one GMD may be entered. Additional GMD's maybe keyed in Comments.
- **Zoning**: The County Zoning designation for the Parcel.
- **Legal**: The Parcel's Legal Description is entered in this 45 character wide field. <u>This information is printed on the Assessment Notice</u>.
- **Neighborhood**: Parcels can be assigned to Neighborhoods for the purposes of adjusting property values in a similar manner. The specific Neighborhood that this Parcel is located in is selected here. The field defaults to a "blank" and can be left blank if no Neighborhood is to be assigned. The combo box arrow can be clicked to display a list of all Neighborhoods as set up in **Tools >> Schedules / Tables >> Neighborhoods**. The entire Neighborhood Description can be displayed by placing the mouse pointer over the Neighborhood Field. A "tool tip" will display the entire Description.

- **Lendor**: The Lendor field is used to enter a unique identifier for grouping tax bills that are escrowed to a particular lending institution. The label "Lendor" can be customized in Tools >> Preferences to suit the needs of the county. If the label is changed, the new text will be displayed instead of "Lendor".
- **Total Acres**: Not accessible to the user, the Total Acres field is used to display the Total Acres of the Parcel, as calculated or entered on the Land Information Form.
- **Subdivision**: The Subdivision, if applicable, that this Parcel is located in is selected here. The field defaults to a "blank" and can be left blank if no Subdivision is to be assigned. The combo box arrow can be clicked to display a list of all Subdivisions as set up in **Tools >> Schedules/ Tables >> Subdivisions List**.
- **Lot**: Used with Subdivisions, the Lot of the Subdivision that the Parcel is located in is keyed in this field.
- **Blk**: Used with Subdivisions, the Block of the Subdivision that the Parcel is located in is keyed in this field.
- **Sec**: Used with Subdivisions, the Section of the Subdivision that the Parcel is located in is keyed in this field.
- **Phse**: Used with Subdivisions, the Phase of the Subdivision that the Parcel is located in is keyed in this field.
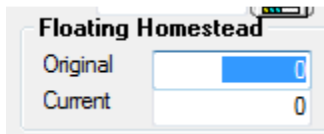
Exemption Information Fields

- **Homestead**: The first of the **Exemption Information** fields is where the Homestead Exemption Code for the Parcel is selected. The default Exemption Code is S0. The combo box arrow can be clicked to display a list of all Exemption Codes as set up in **Tools >> Schedules / Tables >> Homestead**. If the property owner has applied for homestead exemption on this parcel, the user may select a Homestead Exemption code from the list. However, WinGAP will not allow the user to save the parcel information until an improvement has been added..
- **HS App Date**: The Application Date for the Homestead Exemption. The field should be left blank if there is no Homestead Exemption.

Covenant Button

- **Covenant Button**: All Covenants (Preferential, Conservation Use, Historical, Enterprise Zone, and Forest Land Protection Act) are now added, edited, and removed by using the Covenant Button. The procedures for using the Covenant Module are discussed later.
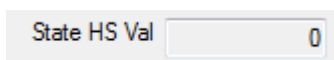
Floating Homestead Value Fields

- **Original**: The first of two **Floating Homestead Exemption** value fields is where the total 100% Parcel value for the year preceding application for Floating Homestead Exemption is keyed.
- **Floating**: The total 100% value of the Parcel in the current digest year is keyed in this field.

The definition above for the Floating Homestead Exemption fields applies to the standard State exemptions (S6 through S9). The use of these fields may vary somewhat for local legislation.

State Homestead Value Field
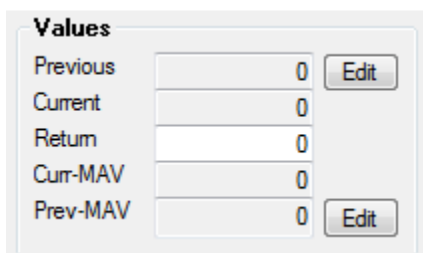
- **State HS Val**: The Total Value of land (up to 10 acres) and improvements that are flagged for the State Homestead exemption.

BOE Fields

- **BOE Value**: The BOE Value field will contain the value assigned to the Parcel through a Board of Equalization decision.
- **BOE Year**: The BOE Year field will contain the year in which the decision was made. The BOE Value and Year fields will NOT be passed to the digest but will provide information regarding BOE decisions.

Values Fields and Edit Buttons

- **Previous**: The Previous field is where the Parcel's Previous Year 100% value can be entered or edited by clicking on the Edit Button.
- **Current**: The Parcel's Current Year 100% value is displayed in the Current field. The value in this field is calculated by WinGAP and cannot be directly accessed by the user.
- **Return**: The value returned by the Owner on the Property Tax Return is keyed in this field. When Assessment Notices are run, Parcels with a Return Value can be flagged and Assessment Notices for these Parcels printed, regardless of the Assessment Reason for the Parcel. The Return Value is printed on the Assessment Notice.
- **Curr-MAV**: The Parcel's Current Year Moratorium Appraised Value (MAV).

- **Prev-MAV**: The Parcel's Previous Year Moratorium Appraised Value (MAV). The value can be entered or edited by clicking on the Edit Button.

Property Type Value Fields / Add and Edit Property Buttons

	FMV	MAV
Land	0	0
Res Imp	0	0
Com Imp	0	0
Acc Imp	0	0

The second section of Value fields will display the Fair Market Values (FMV) and Moratorium Appraised Values (MAV) for the various types of property that are found on the Parcel. The Buttons labeled **Land**, **Res Imp** (Residential Improvements), **Com Imp** (Commercial Improvements), and **Acc Imp** (Accessory Improvements) cannot be used to add these property items to the Parcel until the required fields (Parcel Number and Tax District) are completed on the Real Property General Information Form and either the Apply or OK Button is clicked. Until this required Real Property information has been saved, the Buttons to the left of these value fields are "grayed out" and cannot be used. Once the basic Parcel data is saved, the Buttons gain "focus" and can be clicked on to add the various types of property to the Parcel.

- **Land FMV**: The Parcel's Current Year Fair Market Value (FMV) of Land is displayed in this field. The Land Button is clicked to Add, Edit or Delete the Land Information for this Parcel (These procedures are discussed on the **Land Information Form**). The user cannot directly key a value into this field.
- **Land MAV**: The Parcel's Current Year Moratorium Appraised Value (MAV) of Land is displayed in this field. The Land Button is clicked to Add, Edit or Delete the MAV on the Land Information Form. The user cannot directly key a value into this field.
- **Res Imp FMV**: The Parcel's Current Year FMV of all Residential Improvements is displayed in this field. The Res Imp Button is clicked to Add, Edit or Delete Residential Improvement records for this Parcel (these procedures are discussed on the **Residential Improvements Form** section of this manual). The user cannot directly key a value into this field.
- **Res Imp MAV**: The Parcel's Current Year MAV of all Residential Improvements is displayed in this field. The Res Imp Button is clicked to Add, Edit or Delete the MAV on the Residential Improvements Form. The user cannot directly key a value into this field.
- **Com Imp FMV**: The Parcel's Current Year FMV of all Commercial Improvements is displayed in this field. The Com Imp Button is clicked to Add, Edit or Delete Commercial Improvement records for this Parcel (these procedures are discussed on the **Commercial Improvements Form** section of this manual). The user cannot directly key a value into this field.
- **Com Imp MAV**: The Parcel's Current Year MAV of all Commercial Improvements is displayed in this field. The Com Imp Button is clicked to Add, Edit or Delete the MAV on the Commercial Improvements Form. The user cannot directly key a value into this field.
- **Acc Imp FMV**: The Parcel's Current Year FMV of all Accessory Buildings is displayed in this field. The Acc Imp Button is clicked to Add, Edit or Delete Accessory records for this Parcel (these procedures are discussed on the **Accessories Form** section of this manual). The user cannot directly key a value into this field.
- **Acc Imp MAV**: The Parcel's Current Year MAV of all Accessory Buildings is displayed in this field. The Acc Imp Button is clicked to Add, Edit or Delete the MAV on the Accessories Form. The user cannot directly key a value into this field.

Number of Property Type Items on the Parcel

	FMV	MAV
Land (1)	11,520	11,520
Res Imp (1)	223,636	223,636
Com Imp	0	0
Acc Imp	0	0

Once any type of property item has been added to the parcel, numbers in parentheses indicating the count of each property type will display to the right of the item text on the Property Type Button, as shown above.

Red Override Value Text

	FMV	MAV
Land (1)	15,158	15,158
Res Imp (1)	69,700	69,700
Com Imp	0	0
Acc Imp (1)	1,500	1,500

If Land or any Improvements have an Override Value, the value for that property component will appear in RED in the FMV field, such as seen in the example above, where an Accessory Improvement has an Override Value.
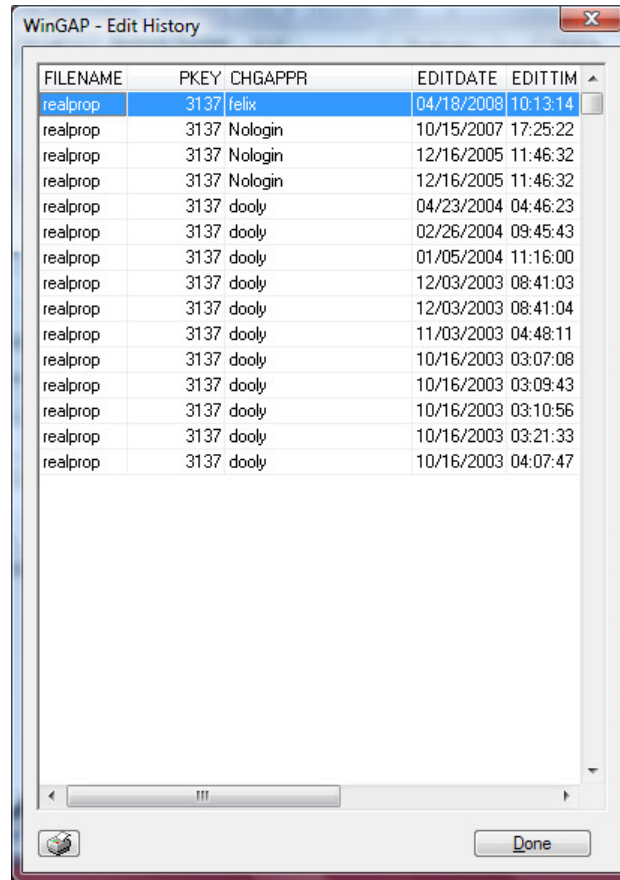
Edit Information Fields and Edit History Button

Edit Information

Data Entry		Edit History
Review	/ /	
Appraiser		▼
Alternate		▼

- **Data Entry**: The first of four **Edit Information** fields, the Login ID of the person that adds or edits this Real Property Record is displayed in this field. If Logins are not used with WinGAP, "NoLogin" will display in this field. If Logins are used, WinGAP will insert the Login ID in this field. While the field is accessible to the user, anything the user keys in this field will not be saved.
- **Review**: The last date that this Parcel was reviewed or the date the Parcel is scheduled to be reviewed is keyed in the Review field. The date can either be keyed or the Calendar Button to the right of the field can be clicked to select and insert the date. As with any date field, the user can also right click in the Review field and select Today from the menu to insert the current date.
- **Appraiser**: The Appraiser combo box is where the Parcel's primary review appraiser's name can be selected if WinGAP users are set up in **Tools >> Password Administration**. The user can also key the Appraiser's name, initials, or code if desired. The field is 27 characters wide. The name that appears in the Appraiser field will be printed on the Change of Assessment Notice as the primary contact.
- **Alternate**: The Alternate combo box is where the Parcel's Alternate Appraiser's name can be selected if WinGAP users are set up in **Tools >> Password Administration**. The user can also key the Alternate Appraiser's name, initials, or code if desired. The field is 27 characters wide. The name that appears in the Alternate field will be printed on the Change of Assessment Notice as the alternate contact.
- **Edit History Button**: The Edit History for this Parcel can be viewed by clicking the Edit History Button. This will produce the Edit History Form, next page. The Edit History for the Parcel can be printed by clicking the

Printer button in the lower left hand corner of the Form. **Note:** The Edit History Button is disabled until the Apply Button is clicked during the adding of a New Parcel.

Comments Field

Comments: An unlimited amount of **Comments** about the Parcel can be entered in this field. These comments print on the Property Record Card.

History Year Value Fields

The upper right of the Real Property General Information Form contains three **History Year Value Fields** for the display of Parcel values for prior years. The dates to the left of the field correspond to the three prior years of Parcel value history, if available. For instance, if the Current Digest Year is 2009, the Previous Year (2008) value is shown in the Previous Year field (described earlier), and 2007, 2006, and 2005 Parcel values (if that

History is available in the Realprop.dbf database) are displayed in these 3 History Year fields. In the example above, History Year values are only available for the Year 2007.

For example, if the current Appraisal Year was 2008, and Year End Clean Up is run, the years and values will roll forward one year: the Current Digest Year would become 2009, Previous Year would be 2008, and Parcel values for 2007, 2006, and 2005 would display in the History Fields. When a NEW Real Property record is added, the dates and value fields are blank.

Should the Parcel value in any of the History Year fields on a Parcel's Real Property General Information Form need to be changed, that can be accomplished by right-clicking on any of the History Year value fields. The Menu item "Edit History Values" will appear, as seen below, and the user should left click on this item to gain access to the fields, where any of the History Values can be changed, also seen below.

Parcel History Values would typically require editing when a BOE or court case renders a decision after the digest year has passed.

Pin History Button

The **Pin History** button beneath the History fields provides access to a parcel's data in previous years. This Button is disabled when adding a new Parcel. Once a Parcel has been added, the user can click the Pin History button, which will produce the Select Appraisal Year form, seen below.
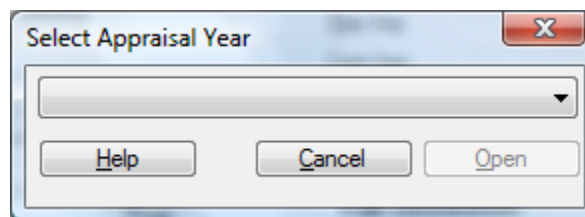
The combo box on the form can be used to select a prior Appraisal Year, for example 2008. The user should then click the Open button to produce the Real Property General Information form for the 2008 Appraisal Year for this parcel, as seen on the next page.

The form is a dull yellow in color. This form and all previous years forms reached through the Pin History button are in read-only mode, meaning that no changes can be made to previous years' data. The Appraisal Year is displayed in the caption bar. PRCs and other reports, with the exception of an Assessment Notice, can be printed by right-clicking on the printer button.

Once all basic parcel information has been keyed, the **Apply** Button should be clicked to save the data and remain on the Real Property Form, as shown on the next page.

After clicking the **Apply** Button, a number of other Buttons and Fields on the Real Property General Information Form will become available to the user, as discussed next.

Parcel Navigation Buttons

These four buttons allow the user to navigate through parcels without leaving the Real Property General Information Form. The movement is in Parcel Number order beginning from the parcel that the user is currently sitting on. The Prev and Next Buttons take the user to the Real Property record immediately preceding and following, respectively, the parcel the user is sitting on. The Top Button takes the user to the first parcel record in the database; the End Button takes the user to the last parcel record in the database.

Parcel Number Button

The Parcel Number Button changes to a PIN Button once Apply is clicked. The number of parcels in this Owner's name will be displayed within the parentheses. The PIN Button allows the user to view all of the parcels for an Owner without leaving the Real Property General Information Form. Clicking the PIN Button will produce the Select Parcel to View Form, next page.
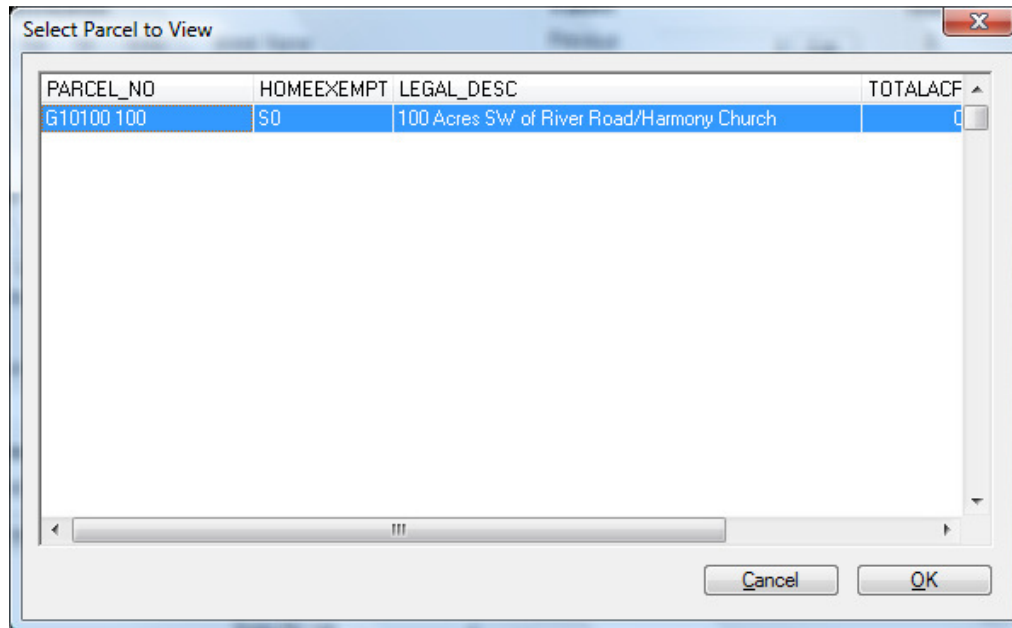
If more than one parcel exists for the Owner, they will display in Parcel Number order in the list box on the Form. A different parcel for this Owner can be selected for viewing/editing by selecting an item in the list box and clicking OK, which will take the user to the Real Property General Information Form for that parcel.

Editing A Parcel Number
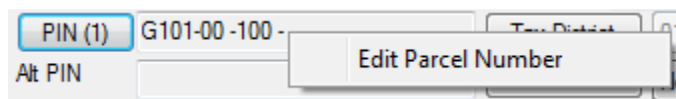
If a Parcel Number is entered incorrectly, the Parcel Number can be changed by right-clicking on either the PIN (1) button or on the Parcel Number field itself. This will produce the Edit Parcel Number menu option, as seen in the image above, which can be left-clicked to open up the Parcel Number field for editing, as seen below.
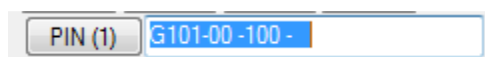
The correct Parcel Number can be keyed, and the Tab key pressed to exit the field.

Editing The Alt PIN

The Alt Pin data can be edited by right clicking in the field as shown below and selecting the Edit Alt PIN option.
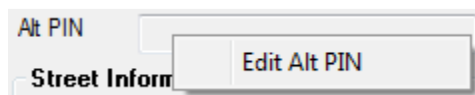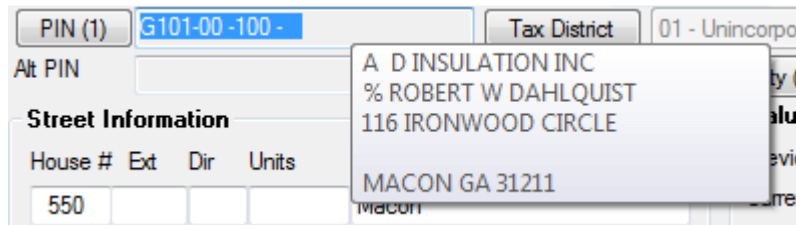
The Edit Alt PIN option can be left-clicked to open up the Alt PIN field for editing, as seen below.
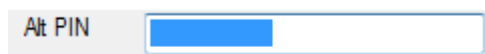
The correct Alt PIN can be keyed, and the Tab key pressed to exit the field.

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Parcel Number Tool Tip

If the user places the mouse pointer in the Parcel Number field, a "Tool Tip" will display showing the Owner's Name and the Owner's Address information, as shown below.
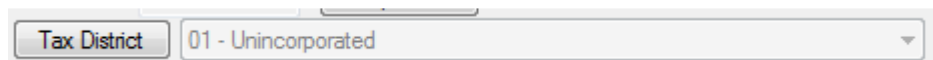
NOTE: If the Non-Disclosure field on the Owner Information form for the Owner of this parcel is checked, the tool tip containing the Owner Name and Address information will not display.
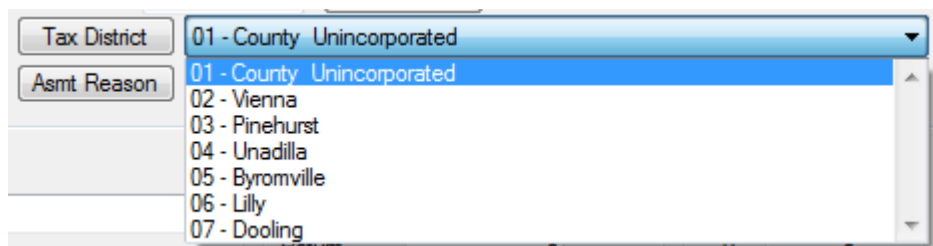
Tax District Button

Once a Parcel has been added and the Apply or OK Button is clicked, the Tax District combo box is disabled, as seen below. The purpose of this is to prevent accidental changes to the Tax District.
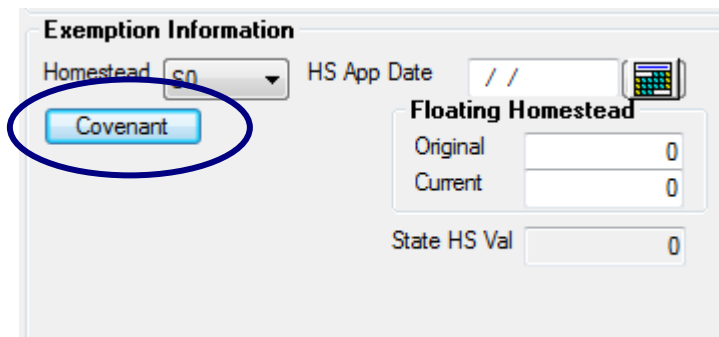
If a Tax District needs to be changed, the Tax District Button should be clicked and the user will again have access to the Tax District combo box, where the correct Tax District can be selected.

Covenant Button

The Covenant Button, located in the Exemption Information section of the Real Property General Information Form, is used to add all Real Property covenants in WinGAP. Only one Covenant per Parcel is allowed. Clicking this button will take the user to Covenant Information Form, next page.

Complete procedures for adding all types of Covenants are discussed in the Covenant Information Form section of this manual, immediately following the Land Information Form section, later.

Assessment Reason Button

Assessment Reasons can be assigned to a Parcel, if desired, in one of two ways. WinGAP will automatically assign Assessment Reasons to a Parcel, as seen above, if a checkmark has been placed in the Auto-Reasons (Real) checkbox in **Tools >> Preferences**, as seen below.
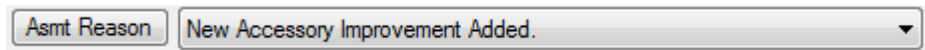
For example, when a New Parcel is added to the database, an Assessment Reason called **New Property (Real Parcel) added** will automatically be placed in the Assessment Reason field.

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Another example is when Land is added or changed on a parcel. If Auto Reasons is turned on, an Assessment Reason called **Parcel Acreage Changed** will automatically be placed in the Assessment Reason field:

Asmt Reason | Parcel Acreage Changed. ▼

A third example is when an Accessory Improvement is added to an existing Parcel. If Auto Reasons is turned on, an Assessment Reason called **New Accessory Improvement Added** will automatically be placed in the Assessment Reason field:

Asmt Reason | New Accessory Improvement Added. ▼

Below is a list of all of the Assessment Reasons that are automatically assigned when Auto-Reasons is turned on, depending on the changes that can be made to a parcel.

Change of Ownership: **Ownership Changed**
New Parcel Added: **New Parcel** and **New Property (real parcel) added**
Land added or Modified: **Parcel Acreage Changed** and **Land Split Into Two or More Parcels**
New Residential Improvement Added: **New Residential Improvement Added**
Residential Improvement Changed: **Residential Improvement Characteristics Modified**
Residential Improvement Deleted: **Residential Improvement Deleted**
New Commercial Improvement Added: **New Commercial Improvement Added**
Commercial Improvement Changed: **Commercial Improvement Characteristics Modified**
Commercial Improvement Deleted: **Commercial Improvement Deleted**
Accessory Improvement Added: **New Accessory Improvement Added**
Accessory Improvement Changed: **Accessory Improvement Characteristics Modified**
Accessory Improvement Deleted: **New Accessory Improvement Deleted**
Manufactured Housing Improvement Added: **New Manufactured Housing Improvement Added**
Manufactured Housing Improvement Changed: **Manufactured Housing Improvement Characteristics Modified**
Manufactured Housing Improvement Deleted: **Manufactured Housing Improvement Deleted**

The second method of assigning Assessment Reasons is manually. This can be done even if Auto-Reasons is turned on, and the user wishes to assign a different Assessment Reason, or perhaps a Custom Assessment Reason, to the Parcel. To assign a new Assessment Reason, remove an existing Reason, or create a Custom Reason, the user should click the Asst Reason button next to the Assessment Reason field, as shown below.

Asmt Reason | ▼

The Assessment Reason field will default to a "blank" if Auto-Reasons in **Tools >> Preferences** is turned off and should be left blank if no notice is to be sent. Clicking the **Asst Reason** button which will produce the Select Assessment Reasons Form, as seen on the next page.

NOTE: Every Assessment Reason MUST be assigned a COA (Change of Assessment) Type. The discussion of adding COA Types to Assessment Reasons and the purposes for this are discussed in the section "Change of Assessment Reasons and Growth", following the procedures for adding an Assessment Reason to the parcel.

The list of all Assessment Reasons as set up in **Tools >> Schedules / Tables >> Assessment Reasons** is displayed in the list box on the top half of the Form. If one of these reasons is the correct Assessment Reason for this Parcel, that Reason should be selected by clicking on the Reason to highlight it and then clicking the Include Button, which will place the Reason in the bottom list box on the Form, as seen below. The user can also double click the desired reason (s) to move them to the bottom of the list box. More Assessment Reasons, if necessary, can be selected by clicking on another Reason to highlight it and then clicking the Include Button again.

If this Parcel needs an Assessment Reason that does not currently exist in the Assessment reason schedule, a Custom Reason can be created by keying the reason in the **Custom Rsn** single line edit field. The **Add Custom** Button should then be clicked to place the Custom Reason in the panel at the bottom list box of the Select Assessment Reasons Form, as shown below. There is no limit to the number of Custom Reasons and/or Reasons from the list box that may be added to a parcel. The OK Button can be clicked to return to the Real Property General Information Form.

Change of Assessment Reasons and Growth

Every Assessment Reason must be assigned a COA (Change of Assessment) Type. To facilitate the determination, calculation and reporting of growth for real property, the functionality of defining the type of growth associated with a COA (Change of Assessment) reason has been placed on the **Reasons** and **Assessment Reasons** screens. See the section **Tools >> Schedules / Tables >> Assessment Reasons**, earlier in this manual, for this discussion.

Assigning Reasons to a Parcel

When parcels are assigned a reason with the Asmt Reason button, the COA Type from the Reasons table will be saved in the asmtrsn record along with the reason code and definition. If the selected reason has not been assigned a COA Type, the user will be informed of such with the prompt that is shown below.

Clicking OK will save the reason but the user will continue to be prompted until the Assessment Reason table is updated.

If a Custom Reason is added, the user will be provided a form that will allow for the COA Type assignment. The user will need to check one of the three options before the reason will be accepted. The screen shot below provides an example of adding a custom reason and the COA Type assignment.
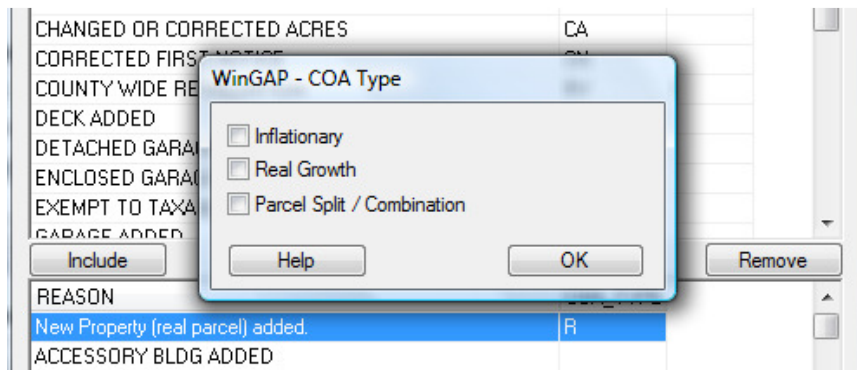
If the county has Auto Reasons turned on **Tools >> Preferences**, COA Types will be saved along with the Auto Reason. The COA Type assignments for the auto reasons have been made by DOR personnel and are as shown below.

Auto COA Reason	COA Type
Land Split into two or more parcels	Split/Combination
Parcel acreage changed	Split/Combination
New Property (real parcel) added	Real
Parcel deleted	Real
New Residential Improvement added	Real
Residential Improvement characteristics modified	Inflationary
Residential Improvement deleted	Real
New Commercial Improvement added	Real
Commercial Improvement characteristics modified	Inflationary
Commercial Improvement deleted	Real
New Accessory Improvement added	Real
Accessory Improvement characteristics modified	Inflationary
Accessory Improvement deleted	Real
New Manufactured Housing Improvement added	Real
Manufactured Housing Improvement characteristics modified	Inflationary
Manufactured Housing Improvement deleted	Real
Ownership changed	Real

Duplicate Button
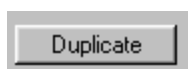
The Duplicate Button is used to make a copy, or duplicate, of this Parcel without having to re-key all of the data. This is particularly useful when adding Parcels in a Subdivision where many of the Parcels are similar. A different Parcel Number is assigned to the Duplicate Parcel and any editing of the Duplicate Parcel's property information can be performed at this time. Clicking the Duplicate Button will produce the message "Would you like to duplicate this property?", as seen on the next page.

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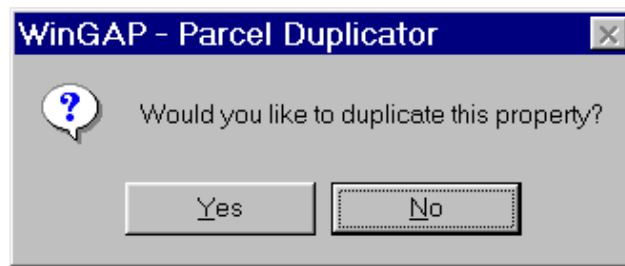
Clicking the default "No" or pressing Enter will return the user to the Real Property General Information Form. A "Yes" selection will take the user to the Owner Search Form, as seen below.

If the owner of the Duplicate Parcel already exists, the Owner can be located by clicking the Search Button and keying the Owner's name in the Search field. When the desired owner appears in the list box, the name can be selected on this Form, and the Open Button Clicked, as seen on the next page.

Clicking the Open Button will take the user back to the Real Property General Information Form for the originating parcel and produce, superimposed over the Real Property Form, the New Parcel Number Form, below, where the Parcel Number of the Duplicate Parcel is keyed. (The Cancel Button can be clicked at this point to abort the Duplicate Parcel process if desired).

After keying the new parcel number, the user should click the OK Button, which will produce the following message.

If the previous value on the duplicated parcel (the new parcel) is to be set to zero, the "Yes" option should be selected; selecting the "No" option will keep the previous value of the parcel that was duplicated on the new parcel. The user will be taken to the new Real Property General Information Form for the Duplicate Parcel, as seen on the next page. The new Parcel Number is displayed in the Parcel Number field and the appropriate edits to the Duplicate Parcel can be made at this point, such as changing the Street, Property, and Exemption Information, or adding an Assessment Reason. The appropriate edits, additions, and deletions should also be

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made to the Land and/or Improvements that are on the Duplicate Parcel. The Apply or OK Button should be clicked to save the Duplicate Parcel Information.

If the user is adding a Duplicate Parcel for an Owner that does not currently exist, an additional step is added to the Duplicate Parcel process. As before, the user should click the Duplicate Button and select "Yes" to proceed to the Owner Search Form. Once on the Owner Search Form, the user should click the Cancel Button. This will take the user back to the originating parcel, with the message below superimposed over the Form.

If a new owner is to be added at this point, the user should select the "Yes" option, which will produce the Owner Information Form, where the New Button should be clicked to add the New Owner. After adding the New Owner, the OK Button should be clicked to take the user back to the Real Property General Information Form for the originating parcel and again produce the New Parcel Number Form, superimposed over the Real Property Form, as seen on the next page. The Cancel Button can be clicked at this point to abort the Duplicate Parcel process if desired. The New Owner record that was added, however, will remain in the system. If desired, the newly added owner can be removed through the deletion process as discussed in the Owner section of the manual.

As discussed before, the new parcel number for the Duplicate Parcel should be keyed and the OK Button clicked to produce the "change previous value to zero" message and then on to the Real Property General Information Form for the Duplicate Parcel. The new Parcel Number is displayed in the Parcel Number field and the appropriate edits to the Duplicate Parcel can be made at this point, such as changing the Street, Property, and Exemption Information, or adding an Assessment Reason. The appropriate edits, additions, and deletions should also be made to the Land and/or Improvements that are on the Duplicate Parcel. The Apply or OK Button should be clicked to save the Duplicate Parcel Information.

Real Property Printer Button

At the lower left of the Real Property General Information Form is the **Printer** Button. As on many forms in WinGAP, this Printer button can be left clicked to print an image of the Form. However, the Printer Button on the Real Property Form can also be right-clicked; doing so will produce a Print Options Menu, as seen below.

Any of these options can be left-clicked with the mouse to produce the following reports.

- **Print PRC** (prints a <u>Property Record Card with Photo</u>, without a print preview).

- **Print PRC without Photo** (prints a <u>Property Record Card without the Photo</u>, without a print preview).

- **Print PRC with Photo and Large Sketch** (prints a <u>Property Record Card with Photo and a Large Sketch on a separate page</u>, without a print preview).

- **Preview PRC** (previews the <u>Property Record Card with Photo</u>, where it can then be printed). An example of the first and last pages of the print preview a typical PRC are shown below and on the next page.

Page 2

G01-00-010 -   2009 Jones County Property Record Card   No login   09/12/2009   13:55:17
Acct #   6038   Page: 2 of 2

Residential Imp

Impr Key	6701			
Class / Strat	R1	Basement / Attic	1	
Occupancy / Style	One Family	Bsmt Coverage	None	
Rooms	0	Bsmt Finish	None	
Bedrooms	0		Average	
Heated Area	1940	Attic	No Attic	
Story Height				
Foundation	Masonry			

		Grade	1.20
		Year Built	1994
Exterior Wall	Vinyl	Eff Year Built	0
Roofing	Asphalt Shingles	Condition	Good
Roof Shape	Gable		
Floor Cons	Wood Joist		
Floor Finish	Carpet/Tile	Phy Depr	0.94
Interior Wall	Sheetrock/Panel	Phy OVR	0.00
Interior Ceiling	Sheetrock	Func Obsol	1.00
Heat	Cent Ht/AC/Ht Pump	Econ Obsol	1.00
Plumbing		% Complete	1.00
Std Comp	1	Neigh Adj	1.00
Extra Fix	5	CD	1.00
Full Baths	2	MAV	114,962
Half Baths	1		

Sketch Legend	
Code - Type	Area
1.0s 1.0s	60
2.0s 2.0s	940
OP OP	217
GR GR	516

Other Features	
Description	No
Pre-fab 2 sty 1 Box	1

No Photo Available

G01-00-010 -

- **Preview PRC without Photo** (previews the Property Record Card without the Photo, where it can then be printed).

- **Preview PRC with Photo and Large Sketch** (previews a Property Record Card with Photo and a Large Sketch on a separate page, where it can then be printed)

- **PRC Holding Bin** (sends the Property Record Card to the PRC Holding Bin, where it can be printed)

- **PT50R** (previews the Taxpayer's Return of Real Property, where it can be printed). An example of a PT50R is shown on the next page.

- **Homestead Application** (previews the <u>Application for Homestead Tax Exemption</u>, where it can be printed). An example of a Homestead Application is shown below.

- **Current Use** (produces the Current Use Menu, seen below, where six different <u>Conservation Use Forms</u> can be printed) by clicking on the desired option.

Current Use	▶	Conservation Use Application
Preferential	▶	Conservation Use Application - Blank
Change of Assessment Notice		CU Approval Letter
Appeal Form		Environmentally Sensitive - Blank
FLPA	▶	Residential Transitional - Blank
Help	Cancel	Storm Water - Blank

<u>Conservation Use Application</u> (previews the pre-loaded Conservation Use Application form, where it can be printed. The Application is already loaded with the Property Owner name and address and some Parcel Information. An example of this form is seen below.

Conservation Use Application – Blank (Previews the BLANK Conservation Use Application form, where it can be filled out by the Property Owner, then printed by clicking the PRINT Button on the Application, as seen below. After it has been printed, the Application form should be "cleared" by clicking the CLEAR Button. A portion of this form can be viewed below.

CU Approval Letter (previews a notice informing the taxpayer of Current Use covenant approval. The letter will be printed for every parcel where the CU covenant year equals the digest year). An example is shown below. **NOTE:** If the CUV Year is not present on the on the Real Property General Information Form, the user will be prompted of this situation and the Approval Letter will not be printed until it is corrected.

Environmentally Sensitive – Blank (Previews the BLANK Current Use Assessment Application for Environmentally Sensitive property form, where it can be filled out on the computer and then printed). A portion of this form can be viewed below.

Residential Transitional – Blank (Previews the BLANK Current Use Assessment Application for Residential Transitional property form, where it can be filled out on the computer and then printed). A portion of this form can be viewed below.

Storm Water – Blank (Previews the BLANK Current Use Assessment Application for Residential Transitional property form, where it can be filled out on the computer and then printed). A portion of this form can be viewed below.

- **Preferential** (produces the Preferential Use Menu, seen below, where two different Preferential Forms can be printed)

Preferential Application (previews the Preferential Use Application, where it can be printed). An example of this application form can be seen on the next page.

Page 1

APPLICATION FOR PREFERENTIAL AGRICULTURAL ASSESSMENT

To the Board of Tax Assessors of Jones County: In Accordance with the provisions of the State Constitution and laws authorizing preferential assessment of bona fide agricultural property at 75% of the value which other tangible real property is assessed, I hereby make application for preferential assessment on the following described property.

Name of Owner(individual(s) or family owned farm corporation)
STANFORD SAMUEL QUITMAN J

Owner's Mailing Address | City, State and Zip: | GRAY GA. 31032
145 WEIDNER DR

No. of acres included in this application: | 2.40

Property Location (Street, Route, HWY, etc.) | City, State and Zip:
District: | Land Lot: | Sublot and Block | Recorded Deed Book and Page | 575 1 / 04

Types of storage and processing buildings located on the property:

List other counties where preferential assessment applications have been made:

PLEASE STATE THE NUMBER OF ACRES USED FOR THE FOLLOWING PURPOSES:

AGRICULTURAL PURPOSE	ACRES	AGRICULTURAL PURPOSE	ACRES	AGRICULTURAL PURPOSE	ACRES
HORTICULTURAL		DAIRY		APIARIAN PRODUCTS	
FLORICULTURAL		LIVESTOCK		AGRICULTURAL PRODUCTS	
FORESTRY		POULTRY		OTHER FARM PRODUCTS	

FOR TAX ASSESSORS USE ONLY

MAP & PARCEL NUMBER: G01 00 002 | DATE APPROVED: | DATE NOTIFIED:
TAX DISTRICT: 01 | DATE DENIED: | DATE APPEALED:
TAXPAYER ACCOUNT NUMBER: 6697 | YR. COVENANT BEGINS: January 1, 2009 | YR. COVENANT ENDS: December 31, 2015

PREFERENTIAL AGRICULTURAL ASSESSMENT COVENANT AGREEMENT

APPLICATION FOR RELEASE OF PREFERENTIAL AGRICULTURAL ASSESSMENT

I, the owner of the above described property, having satisfied all applicable taxes and penalties associated with the covenant above, do hereby file this application for release of preferential assessment with the county board of tax assessors.

Sworn to and subscribed before me
this ___ day of ___ | Authorized Signature | Approved By: Board of Tax Assessors

Notary Public | Date Filed | Date

Preferential Application – Blank (previews the BLANK Preferential Use Application, where it can be filled out on the computer and then printed). A portion of this form can be viewed below.

pref_blank_app.pdf - Adobe Reader
File   Edit   View   Document   Tools   Window   Help

1 / 1   105%   Find

Please fill out the following form. You cannot save data typed into this form.
Please print your completed form if you would like a copy for your records.

Highlight Fields

PRINT   **CLEAR**

PT-230 Rev. 6/00   **APPLICATION FOR PREFERENTIAL AGRICULTURAL ASSESSMENT**

To the Board of Tax Assessors of _____ County: In accordance with the provisions of the State Constitution and laws authorizing preferential assessment of bona fide agricultural property at 75% of the value which other tangible real property is assessed, I hereby make application for preferential assessment on the following described property. Along with this application, I am submitting the fee of the clerk of superior court for recording such application if approved.

Name of owner (individual(s) or family owned corporation)

Owner's mailing address | City, State and Zip

Property location (Street, Route, HWY, etc.) | City, State and Zip | No. of acres included in this application

District | Land Lot | Sublot and Block | Recorded Deed Book and Page

Types of storage and processing buildings located on the property:
List of other counties where preferential assessment applications have been made:

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- **Change of Assessment Notice** (produces the Assessment Notice screen, where an Assessment Notice for this parcel can be printed)

- **Appeal Form** (previews the Appeal of Assessment form, where it can be printed). An example of this form is shown below.

- **FLPA** (produces the FLPA Menu, below, where seven different Forest Land Protection Act Forms can be printed by clicking on the desired option). Each of these is discussed below.

Application – Pre- Loaded (Previews the Pre - Loaded FLPA Application form, where it can be printed). The Application is already loaded with the Property Owner name and address and some Parcel Information. The first page of this two page Application is shown below.

Application – BLANK (Previews the BLANK FLPA Application form, where it can be filled out on the computer and then printed). A portion of the first page of this two page Application is shown below. This Application can be filled out by the Property Owner, then printed by clicking the PRINT Button on the second page of the Application. After it has been printed, the Application form should be "cleared" by clicking the CLEAR Button on page two of the Application.

Approval Letter (Previews the FLPA Approval Letter, where it can be printed). The Covenant Form is already loaded with some Parcel Information. An example of this Approval Letter is shown below.

07/02/2009

Jones County Tax Assessors Office
Jones County Government Center
P O Box 1359
Gray, GA 31032
(478)986-6300

Digest Year 2009

NOTICE: This is not a BILL.	*Approval of Forest Land Protection Act Covenant*

DIAL ASSOCIATES A GA GENE
PARTNERSHIP
1920 ROUND OAK
JULIETTE ROAD
JULIETTE, GA 31046

| Account Number | 10119 | Homestead | 50 |
| Covenant # | 2009-054-000001 | Acres | 240.13 |

Mailing Date 07/02/2009
Tax District Unincorporated

Parcel Number J14 00 036
Property Description TR 1-5 LL 165,169,164 LD 12 121206 D9284/526

Covenant Term: 2009 - 2023

Current Year FMV Value		Covenant Valuation		Covenant Exemption	
100%	195,466	Covenant 100% Value	185,502	100%	6,984
40%	78,186	Covenant 40% Value	75,401	40%	2,756

LETTER TO TAXPAYER

Dear Property Owner:

The Board of Tax Assessors, having reviewed the application for the above referenced parcel, has determined the property meets the qualifications for the Forest Land Protection Act of 2008. The assessment will appear on your tax bill for this year's digest in the form of an exemption.

During the fifteen (15) year covenant period any change in usage or ownership of the property could result in a breach of the covenant. Please advise us in writing of any changes.

The staff of the County Tax Assessors office will conduct periodic checks of the property.

Should you have any questions, please call our office and we will be glad to assist you.

Sincerely,

County Tax Assessors' Office

Covenant (Previews the FLPA Covenant Form, where it can be printed). The Covenant Form is already loaded with some Parcel Information. The first page of this three page form is shown below.

(Exhibit B)
COVENANT FOR FOREST LAND PROTECTION ACT OF 2008

In consideration of my receiving the preferential tax assessment for forest land provided in O.C.G.A § 48-5-7.7, I (We), the undersigned do hereby solemnly swear and covenant that:

1. I (we) have personal knowledge of the property described herein, and the primary use is good faith subsistence or commercial production of trees, timber, or other wood and wood fiber products.

2. I (we) will maintain this property as forest land conservation use property, as defined by O.C.G.A. § 48-5-7.7, for a period of 15 years to begin on January 1st of the first year for which conservation use assessment is approved, and to continue through the last day of December of the final year of the Covenant period.

3. I (we) will notify the Board of Tax Assessors, in writing, in the event there is a change in the "qualifying use" of said property.

4. I (we) understand that if this Covenant is breached, penalties and interest will be assessed as provided for by law and such penalties and interest levied against myself and against the property will constitute a lien against the property subject of this Covenant.

5. I (we) understand that a breach occurring in one or more counties shall be considered a breach of the entire tract subject to this Covenant, regardless of the nature or the location of the breach.

6. I (we) understand that if the tract is located in more than one county, each county where the tract is located must enter into a Covenant. If a county denies the application, then the land in that county shall not receive Forest Land Protection Act of 2008 designation and the other remaining tract or tracts must meet all the requirements and qualifications set forth in O.C.G.A. § 48-5-7.7, and all applicable regulations.

7. All information set forth on this document is true, correct and complete.

The following information is for the portion of the tract located in THIS COUNTY with Covenant Number 2009-094-000001

Parcel Identification Number	County	Physical Address
J14 00 009	Jones	;

Detailed description of the use of the property in this County:

_____
_____
_____
_____

We hereby adopt and ratify the Covenant for the tract of real property located in this County and described herein, and adopt the ratification of this Covenant for tracts located in any other counties, if applicable.

_____   _____
Date   Signature for the County Board of Assessors

I hereby certify, adopt, and affirm the Covenant for the tract or tracts of real property described herein.

_____   _____   _____
Date   Signature of Owner   Printed Name of Owner

Sworn to and subscribed before me
This _____ day of _____, _____.
                                              _____
                                              Notary Public

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Release (Previews the FLPA Release Application, where it can be printed). The Release Application is not functional in WinGAP Version 3.10.3.

Notice of Intent to Breach (Previews the FLPA Notice of Intent to Breach Application, where it can be printed). The Notice of Intent to Breach Application is not functional in WinGAP Version 3.10.3.

Change of Assessment Notice (Previews the FLPA Change of Assessment Notice, where it can be printed). An example of this notice is shown below.

Owner Information Button

The Owner Information Button (also called the "People" Button) is located on the lower left of the Real Property General Information Form and can be clicked to go to the Owner Information Form for that Parcel, as seen below, and view and/or modify the owner information. <u>When Adding a Parcel, the new Real Property record must be saved before the Owner Information Button can be clicked and the owner information viewed. When the Owner Information Form is reached from the Real Property General Information Form, changes **can** be made to the owner information, but a New Owner cannot be added at this point, nor can the Owner be deleted, nor can any of the Owner's other Real or Personal Property, or Prebilled Mobile Homes, if applicable to this Owner, be accessed at this point</u>.

Property Activities Buttons Section

```
Future
New Owner
Transfer Items
Transfer
Sales
Permits
Appeals
Dup Items

Income

Map It
Documents
```

On the right side of the Real Property General Information Form are a number of parcel-specific Buttons where additional information about this parcel can be added, edited, deleted, or viewed. These Buttons perform the following tasks.

- The **Future** Button takes the user to the Future Year Module for this parcel, where information that will apply to next year's tax digest can be entered.
- The **New Owner** Button takes the user to the New Owner Module, where ownership information for this parcel for next year's tax digest can be entered.
- The **Transfer Items** Button takes the user to the Transfer Items Form, where any Improvements, Sales, or Permits on the parcel can be transferred to another parcel. This button will be "grayed out" (not in use) if there are no improvements, sales, or permits on the parcel.
- The **Transfer** Button takes the user to the Property Transfer Form, where the entire parcel can be transferred to another Owner.
- The **Sales** Button takes the user to the Sales Information Form where Sales for this parcel can be entered.
- The **Permits** Button takes the user to the Building Permits Form where building permits for this parcel can be entered.
- The **Appeals** Button takes the user to the Appeals Form where Appeals for this parcel can be entered.
- The **Dup Item** (Duplicate Items) Button takes the user to the Duplicate Items Form, where any Improvements, sales, or permits on the parcel can be duplicated. This button will be "grayed out" (not in use) if there are no improvements, sales, or permits on the parcel.
- The **Income** Button takes the user to the Income Details Form where income valuation information for the parcel may be entered.

The procedures for using each of these Buttons are covered later in this manual on the pages headed:

- ❑ Future Year
- ❑ New Owner
- ❑ Transfer Items Form
- ❑ Transfer Form
- ❑ Sales Information Form
- ❑ Permits Information Form
- ❑ Appeals Form
- ❑ Duplicate Items Form
- ❑ Income Form

The Map It and Documents Buttons are discussed next.

Map It Button
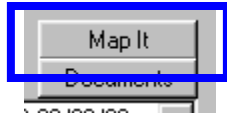
The **Map It** Button, located on the lower right of the Real Property General Information Form, beneath the Income Button, connects the user to either Google Maps or a County specified website, depending on what the Assessors' Office uses. Either one will display an aerial photo and other information about the property. Google Maps will be discussed first, followed by the County specified website.

- **To Use Google Maps**

  the computer must have an active Internet connection
  the property information, such as Street Number, Name, Type, and Zip Code, found on the upper left of the Real Property General Information Form, must be entered and accurate. If the Real Property Zip Code is not present, the Owner's Zip Code will be used.
  The Web field on the Preferences form, found under **Tools >> Preferences**, must be blank, as below.

If the above requirements are met, clicking the Map It Button will produce a Google Map of the property, as seen below.

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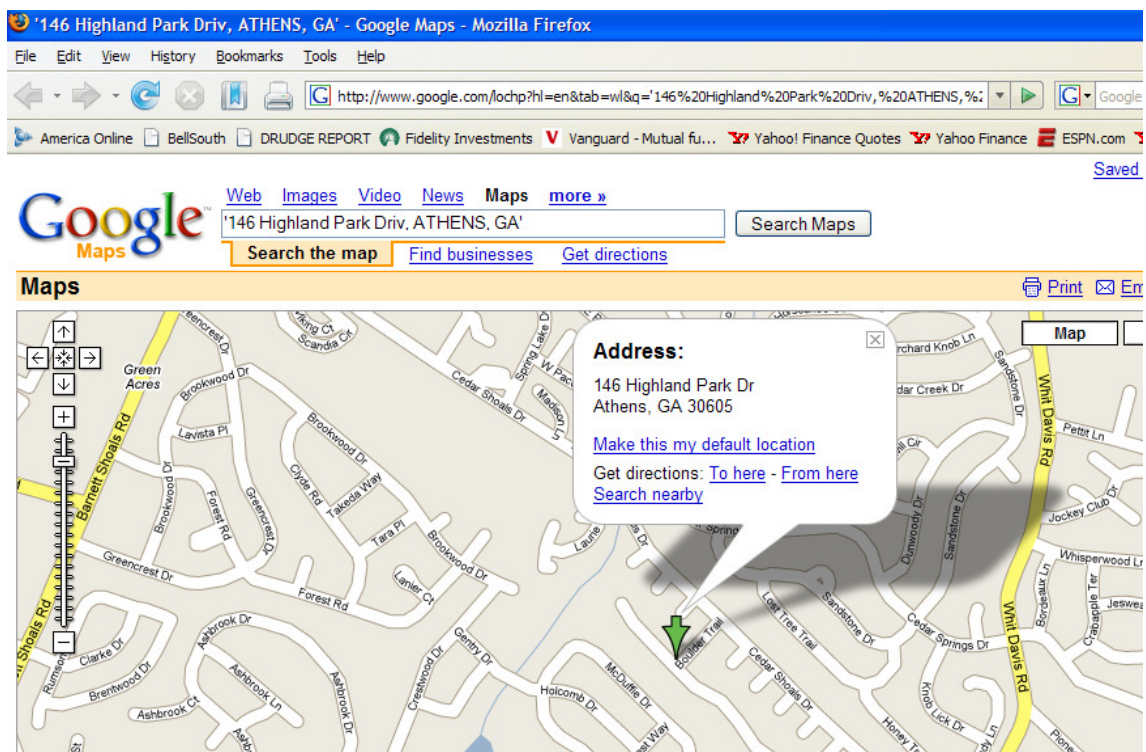
If the property information was missing some key component clicking the Map It Button will still produce a Google Map, but it may be the wrong map. One example of this is when the property information was complete except for the zip code, which was not entered. In this case the Owner's zip code is used, and if the Owner lived in another county, Google Maps might produce a map like the one shown below.
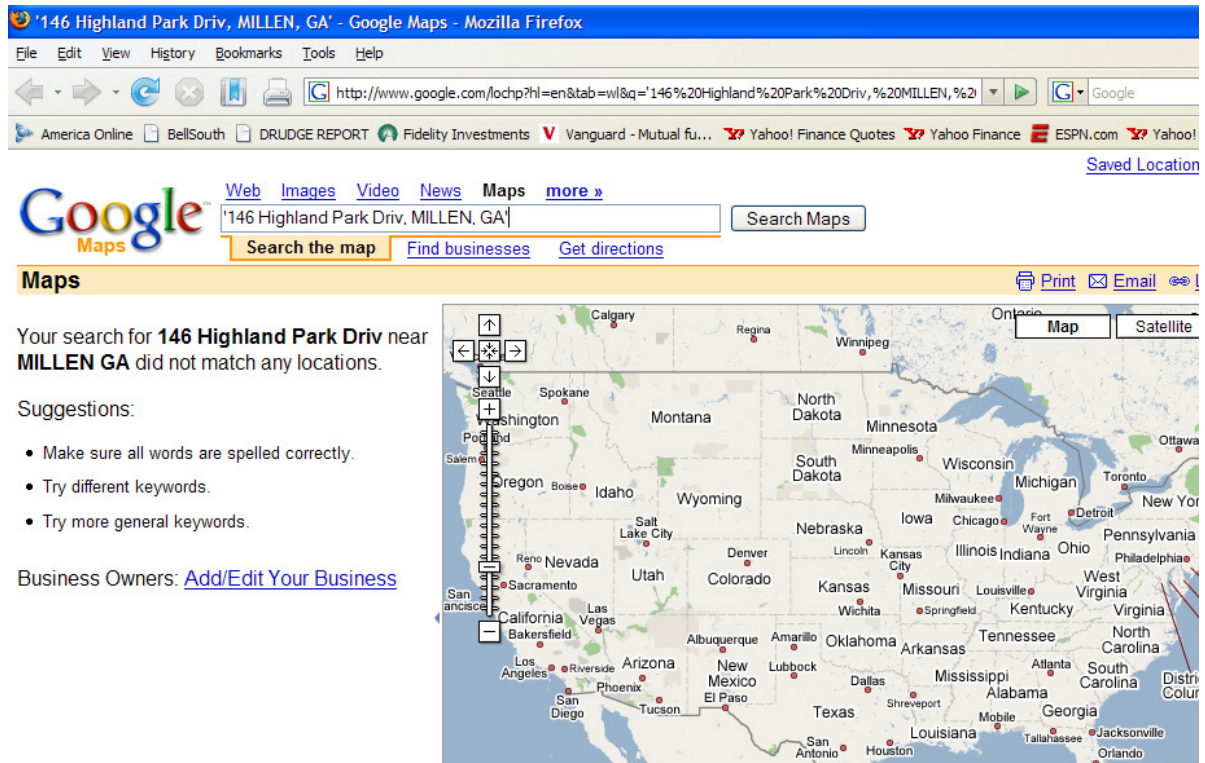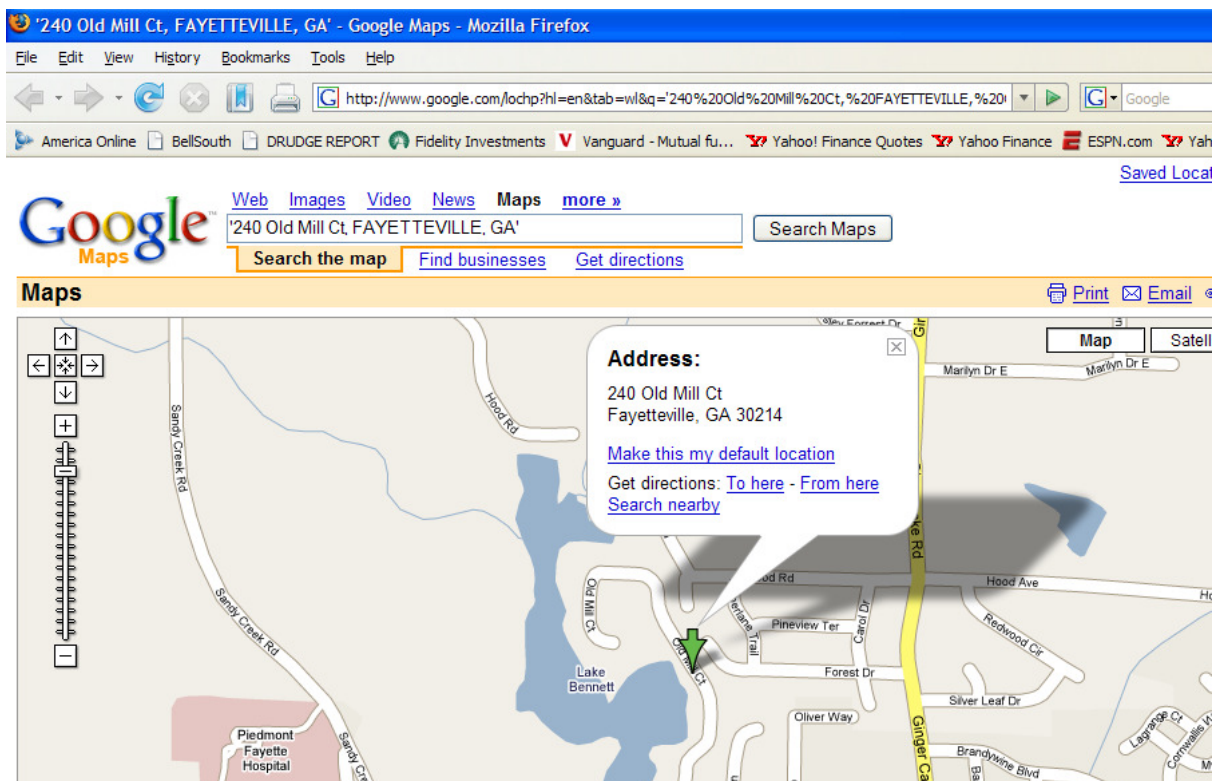

Another example is when the property information zip code is correct, but the street name and number is incorrect or missing. In this case, Google Maps would produce a map like the one below.

In the above example, the actual property location is several hundred yards away from where it is shown on the Google Map. For Google Maps to work properly, the property information and zip code must be correct.

- **To use a County specified website**

  the computer must have an active Internet connection
  the parcel number or real property account number will be used.
  The Web field on the Preferences form, found under **Tools >> Preferences**, must contain the County specified URL, such as: www.qpublic.net/ga/<countyname>, as in the example below.

If the above requirements are met, clicking the Map It Button will place the user on the specified website with the parcel information being visible, as seen below.

Documents Button

The **Documents** Button, located on the lower right of the Real Property General Information Form, beneath the Map It Button, provides the user with a means of attaching documents of all types to the parcel. A document is attached by right clicking on the Documents button, which will produce a single menu option:


The user should left click on the "Load Digital Documents" option, which will produce an Open Dialog Box, below.
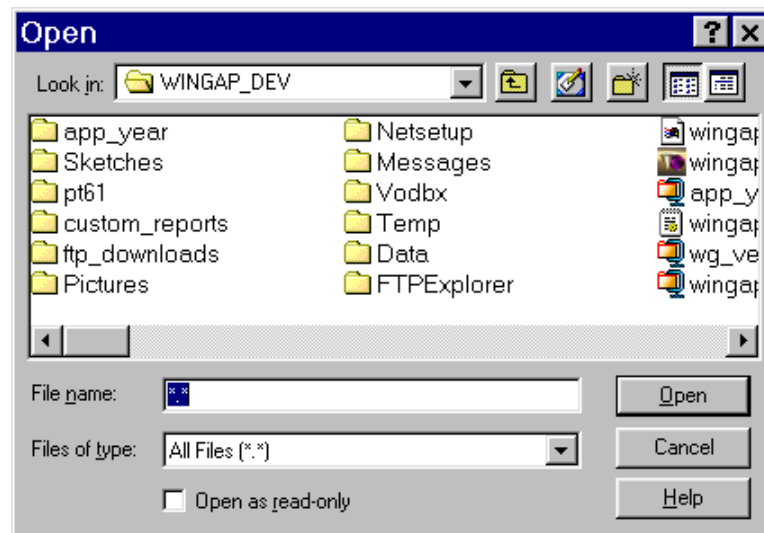
The user should navigate to the folder that contains the document to be attached, select the document, and click Open, as seen below.
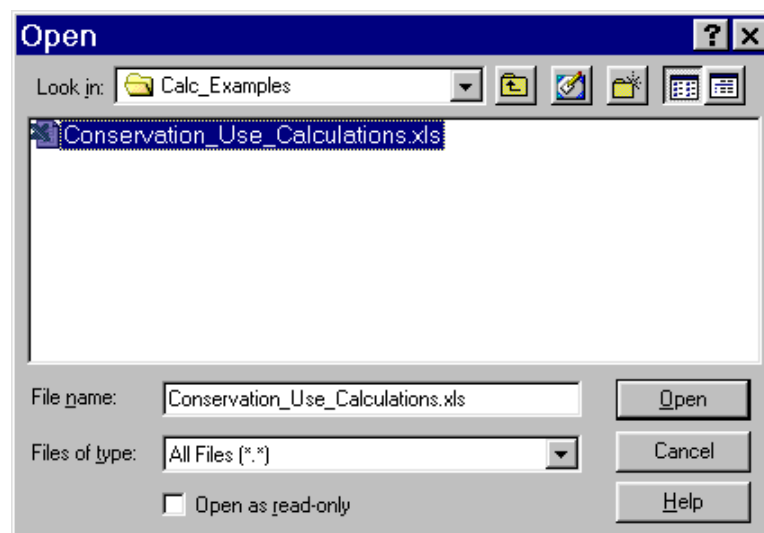
The document will be copied to a folder that is named with a leading letter that corresponds to the property type (R for Real, P for Personal, M for Prebilled Mobile Homes) plus the Account Number (Realkey). All folders will be placed inside a WinGAP subfolder named Documents. If the Document is loaded successfully, the user will receive the following message:
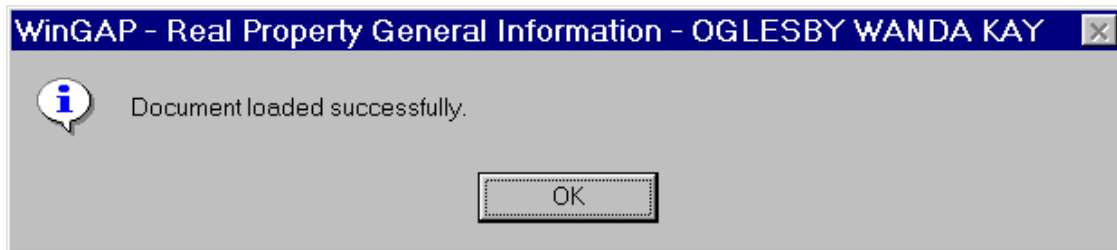
An asterisk "*" will be displayed on the Documents Button when a Document is present. The Document can be opened by clicking on the Documents Button and double clicking on the desired Document. Documents can also be renamed, deleted or edited.

Deleting a Parcel

A Parcel is deleted by clicking the Delete Button on the Real Property General Information Form. ALL Land Information, Improvements, Sales, Permits, etc. that are attached to this Parcel are deleted as well. If Documents and Photos are attached to the Parcel, the user will be asked if these items are to be deleted as well. If the answer is "Yes", an attempt will be made to delete the document and picture file(s) and folder(s). If this attempt fails, the user will be provided with a dialog box where the documents and photos can be located and deleted manually.

Entering and Exiting the Real Property General Information Form

Various messages may appear as the user enters and exits the Real Property General Information Form, as follows. The messages provide the user with basic information concerning covenants and other situations that may need to be monitored.
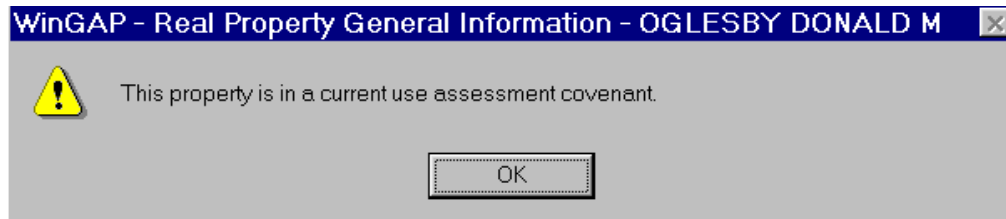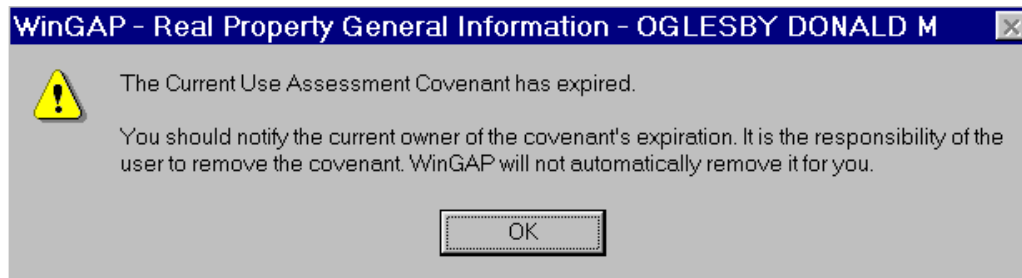
Preferential Agricultural Covenant
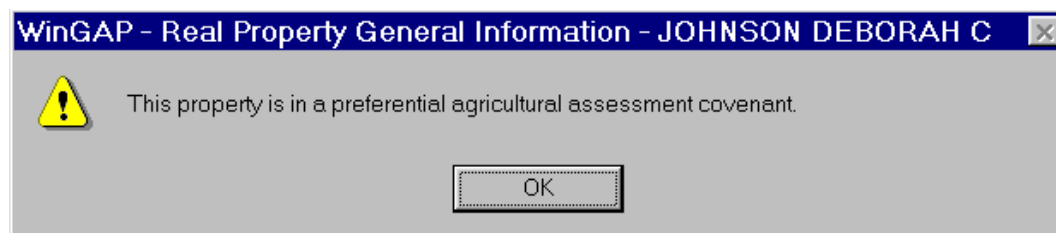
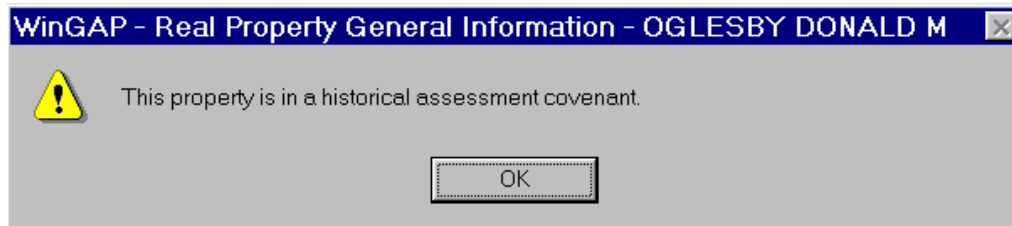
Expired Preferential Agricultural Covenant
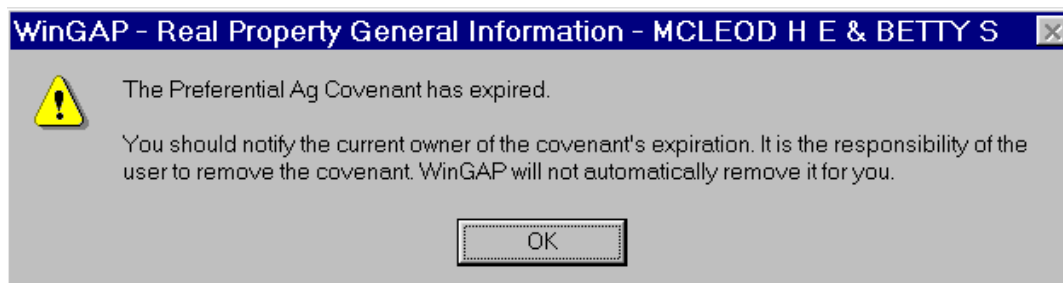
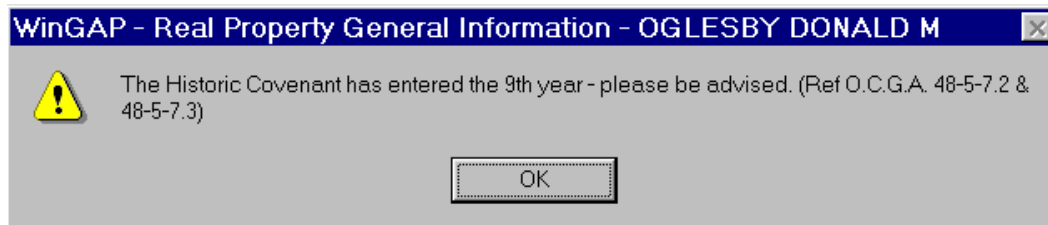### Current Use Assessment Covenant

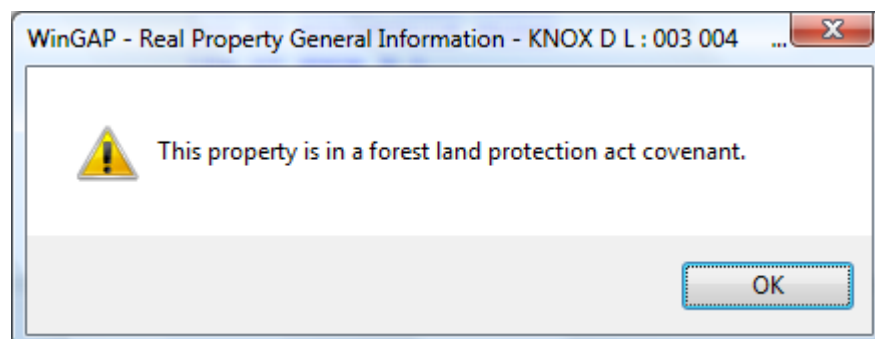### Expired Current Use Assessment Covenant
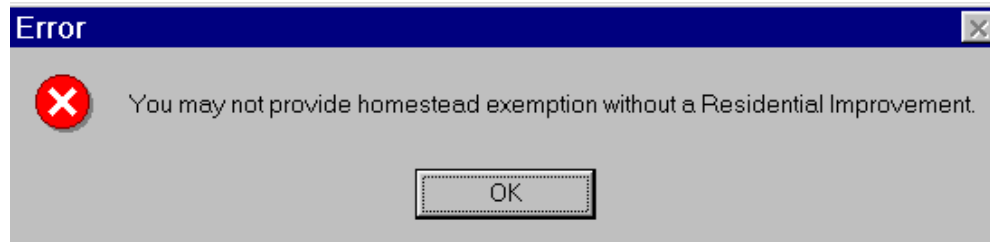

Historical Assessment Covenant

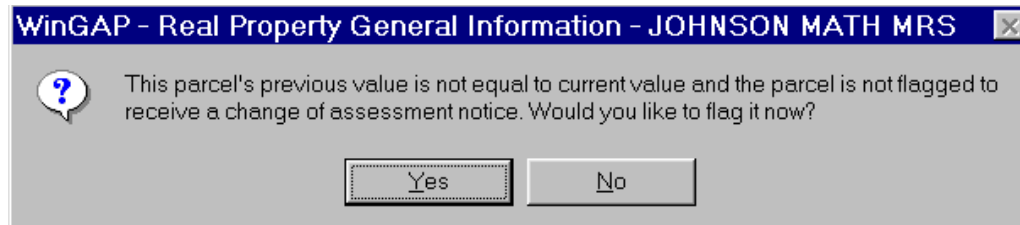### Historical Assessment Covenant That Is Entering Its 9th Year

Forest Land Protection Act (FLPA) Covenant
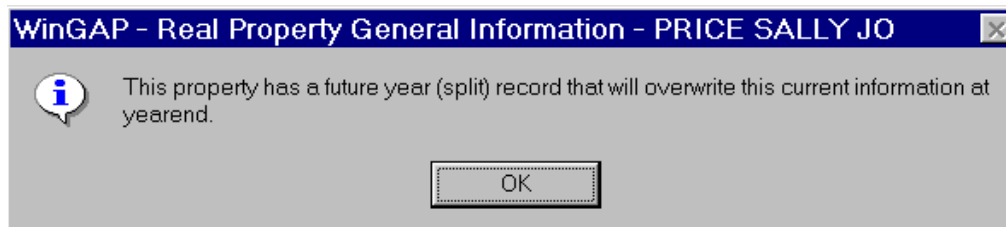
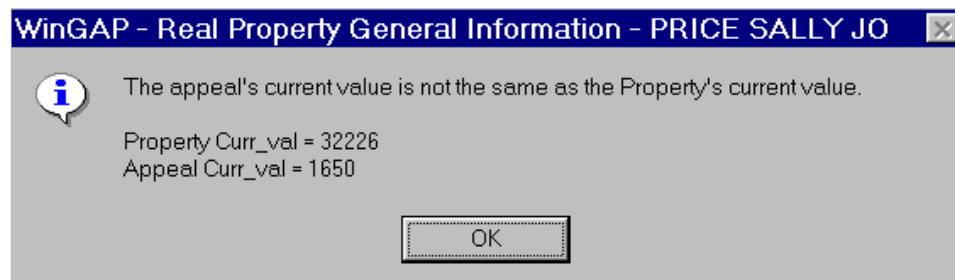## Homestead Exemption applied with No Residential Improvement

Error

You may not provide homestead exemption without a Residential Improvement.

OK

Parcel Value change and Assign Assessment Notice

WinGAP - Real Property General Information - JOHNSON MATH MRS

This parcel's previous value is not equal to current value and the parcel is not flagged to receive a change of assessment notice. Would you like to flag it now?

Yes   No

Parcel has a Future Year record

WinGAP - Real Property General Information - PRICE SALLY JO

This property has a future year (split) record that will overwrite this current information at yearend.

OK

Appeal Current Value not the same as Parcel Current Value

WinGAP - Real Property General Information - PRICE SALLY JO

The appeal's current value is not the same as the Property's current value.

Property Curr_val = 32226
Appeal Curr_val = 1650

OK

Previous Parcel MAV not the same as Current Parcel MAV

WinGAP - Real Property General Information - PHILLIPS JAYNE : G01 00 011

This parcel's MAV previous value is not equal to MAV current value and the parcel is not flagged to receive a change of assessment notice. Would you like to flag it now?

Yes   No

Parcel Checked Out

If a parcel has been "checked out" for field work, the Real Property General Information form for that parcel will appear similar to the one below.

All fields on the Real Property General Information form will be "grayed out". The parcel and all property components such as Land and Improvements can be viewed, but no editing of parcel data can occur. The date the parcel was checked out and the initials of the field appraiser who checked the parcel out will be displayed in the section colored in yellow on the upper right side of the Real Property form.